

AT A REGULAR MEETING OF THE CULPEPER COUNTY BOARD OF SUPERVISORS HELD IN THE BOARD ROOM, LOCATED AT 302 N. MAIN STREET, ON TUESDAY, FEBRUARY 2, 2010.

Board Members Present:

Brad C. Rosenberger, Chairman

Larry Aylor, Vice-Chairman

William C. Chase, Jr.

Sue D. Hansohn

Steven E. Nixon

Tom S. Underwood

Steven L. Walker

Staff Present:

Frank T. Bossio, County Administrator

Roy B. Thorpe, Jr., County Attorney

Valerie H. Lamb, Finance Director

John C. Egertson, Planning Director

Paul Howard, Director of Environmental Services

Donna Foster, Deputy Clerk

CALL TO ORDER

Mr. Rosenberger, Chairman, called the meeting to order at 10:04 a.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mrs. Hansohn led the members of the Board and the audience in the Pledge of Allegiance to the flag.

APPROVAL OF MINUTES

Mr. Rosenberger presented the minutes of the January 5, 2010, 10:00 a.m. and 7:00 p.m., regular meetings and the January 14, 2010, 6:00 p.m., Special Joint County and Town Meeting to the Board for approval.

Mr. Underwood moved, seconded by Mr. Walker, to approve the minutes as presented.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker

Motion carried 7 to 0.

CONSENT AGENDA

Mr. Bossio reviewed the following consent agenda item:

a) The Board will consider a budget amendment in the amount of \$3,302.64 for the Library from funds received from the Estate of William J. Gibson.

Mr. Underwood moved, seconded by Mrs. Hansohn, to approve the consent agenda items as presented.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker

Motion carried 7 to 0.

GENERAL COUNTY BUSINESS**SPECIAL PRESENTATIONS/RECOGNITIONS**

Mr. Rosenberger presented service awards to employees with five, ten, fifteen, twenty, and thirty years of service as Mr. Bossio called their names. Mr. Rosenberger thanked the employees, on behalf of the Board, for their many contributions to the County. (A list of those receiving the awards is on file.)

VDOT REPORT TO THE BOARD

Mr. Donald Gore, Residency Administrator, provided an update regarding VDOT construction and activity within Culpeper County.

Activities included: snow removal; debris cleanup and road repair from flooding; maintenance on non-hard surface road by blading and adding stone where needed; preparing for forecasted snow events.

Construction projects: Pre-ad meeting on Route 620 bridge held; developing a project for Route 3 shoulder widening which should be done this summer; Route 745 project has been shut down until spring; Route 645/643/603 intersection study was received and now reviewing the results.

Land Development: Sixty-nine different reviews were conducted and he had provided Mr. Egertson with a breakdown.

Mr. Gore recognized the excellent work of Roberta Jackson on the highway trash pick-up program.

Office Closing: Mr. Gore noted that Mr. Utterback, District Administrator, would like to address the Board in March or April with more detail on this issue. He noted that everyone in his (Culpeper Residency) office had received lay-off notices with the exception of the land development section. Land development will be moving to the District office before the end of April and the Construction/Inspector section would be moving before the first of April to the District Office. Mr. Gore noted that everyone in the office had asked for placement, except for Thomas Smith, Maintenance Manager; Randy Yeager, Contract Administrator; and him and they were retiring.

Mr. Chase commented that since hunting season he had seen more deer that had been hit by automobiles on the roads and assumed that VDOT was responsible for picking these up. He asked why this seemed to be more frequent after hunting season. Mr. Gore stated that VDOT was responsible for the removal, he did not know why there were so many. Mr. Rosenberger suggested it may be due to the increase in the deer population and they had to travel a lot to find food since there was snow on the ground.

Mr. Walker informed Mr. Gore that it had come to his attention there was a 'stacking' problem being encountered at Routes 666/29 interchange and asked if anything could be done to address this. Mr. Gore stated this situation had been brought to the traffic division's attention.

Mr. Underwood remarked that he heard more about the conditions of the non-hard surface roads this time of the year and asked, with the cutbacks, would VDOT have adequate supplies, gravel and machinery. Mr. Gore responded that they had adequate machinery, chemicals and hired contractors and that gravel was ordered as needed. He stated they could certainly use more; however, he believed they were doing a good job.

Mr. Gore referenced complaints received concerning snowplows pushing in driveways. He suggested that people clearing their driveways should throw the snow to the side that takes the snow away from the driveway, this way when the snow plow comes through it carries the snow away from the drive. Another complaint was with overtime being paid. He stressed how they try to develop the work schedule so there will be as little overtime as possible; however, there are always events which occur that cannot be scheduled for.

Mr. Chase noted Mr. Gore would be missed.

SUMMER YOUTH EMPLOYMENT PROGRAM 2009

Mr. Dave Kemp, Options, reported on the 2009 Summer Youth Employment Program and it was the first time that Options had taken on a project with such magnitude and it was a challenge. He explained that the program was funded by a grant in the amount of \$97,407 from the American Recovery and Reinvestment Act (ARRA) of 2009. It was designed to offer summer employment services for 32-39 economically disadvantaged youth within Planning District 9 (Culpeper, Fauquier, Madison, Orange, & Rappahannock Counties). The goal was to assist qualified youth in gaining the necessary skills to complete a job application, learn how to properly dress for a job interview, learn how to effectively communicate in a job interview, learn how to deal with people in the work place, while getting hands on experience in the work force. At the same time, the youth were encouraged to develop career goals and gain the necessary skills to advance their career in a work place environment. The program ran from May 1, 2009 to September 30, 2009. (A copy of his complete report is on file.)

Mrs. Hansohn asked if this program would also be available in 2010. Mr. Kemp stated he had not heard whether the grant would be available again this year, but Options would like to conduct the program again if funds were made available.

Mr. Underwood noted Mr. Kemp had indicated that five of the individuals placed during the summer employment had been offered positions and asked where the individuals now work. Mr. Kemp noted individuals accepted positions with Merchant's Grocery, the Chrysler Dealership, and a grocery store. He noted he could not remember where the two part time positions had been, but the individuals were still employed with those businesses too.

Mr. Underwood expressed appreciation for the fact that seven disadvantage youth had received employment through the program.

Mr. Walker asked if Mr. Kemp wanted to briefly address how Culpeper had been awarded an extension of this program. Mr. Kemp stated there had been money left from the summer youth program and a winter youth employment program had been commenced. He noted it was not of the magnitude as the summer program (\$25,000), but they were working with the youth to try and inspire them to build long-term career goals.

Mr. Rosenberger thanked Mr. Kemp for the report and his work with the programs.

COMPREHENSIVE ANNUAL FINANCIAL REPORT - YEAR ENDED
JUNE 30, 2009

Mr. David Foley, of Robinson, Farmer, Cox Associates, presented the County's Comprehensive Annual Financial Report (CAFR) for Year Ended June 30, 2009. He acknowledged the assistance provided by the County staff during the audit process, specifically Mrs. Lamb and her staff.

Mr. Foley explained there were certain communications that the Auditors were required to provide to the County. He reviewed each: 1) Qualitative Aspects of Accounting Practices; 2) Difficulties Encountered In Performing the Audit (there were none); 3) Corrected and Uncorrected Misstatements (there were no uncorrected misstatements and there were very few adjusted entries); 4) Disagreements with Management (there were none); 5) Management Consultation with other Independent Accountants (there were none).

Mr. Foley explained there were four sections (Introduction, Financial, Statistical and Compliance sections) of the CAFR. He noted that the County had received the Certificate for Excellence in Financial Reporting in the past years and he felt certain that it would qualify for the certificate again this year. He briefly reviewed the Financial section and noted they had issued an unqualified opinion on the County's financial statements. He stressed that this was the cleanest opinion that could be provided for a local government. Also, in accordance with government auditing procedures, they issued a report on the County's internal control over financial reporting and its compliance with certain provisions of laws, regulations, contracts and grant agreements, etc. He stated based on the tests performed they found no instances of noncompliance and no instances that needed to be communicated in the management letter and it was a very clean audit overall.

Mr. Underwood referenced Page 73 and questioned why the professional school employees were not shown as an unfunded liability of the county. Mr. Foley explained that the actual VRS liability is not recorded in the County's financial statement. Mr. Underwood estimated that the unfunded liability of the professional school employees would be about \$7.1 million (based on information from Page 82). He asked why it was presented this way. Mr. Foley explained that the July and August payrolls for the schools were included in the figures on Page 82.

Mr. Underwood expressed concern that the unfunded liability for the professional school employees was not reflected. Mr. Foley explained the auditing requirements might not require these to be reported in the same manner. Mr. Underwood stated even if it was not required, it would be good in the future to know what unfunded liabilities exist. Mr. Foley stated he could get back with the Board on the valuation and whether it has the professional employees included. He stated they were 'boiler type statements' that the auditors follow.

Mr. Underwood stated for the past few years there had been a schedule that showed the budgeted versus what was actually received. He stated the County counts the money received from the State on the PPTR as personal property taxes; however, the auditors showed it as revenue received from Virginia. Therefore, it appears as though the County is 20% off in estimating the budget. He asked if Mr. Foley thought this should be changed. Mr. Foley agreed the PPTR could be reclassified for the financial statement purposes.

Mr. Walker asked, relative to Mr. Underwood's questions on the benefits, if he was suggesting that the unfunded liabilities were not clearly disclosed. Mr. Underwood explained that it was clearly stated for the county and non-professional school employees; however, the professional school employees are not reflected. Mr. Walker asked if this could be reflected so the Board would be able to see that information. Mr. Foley stated the way it was reported was standard throughout Virginia, because the professional school employees were in a separate pool with a separate evaluation. He said he would have to check on whether or not the unfunded liability is even calculated for professional school employees.

Mr. Underwood believed this was interesting approach if it was not calculated, because it is one of the biggest unfunded liabilities.

Mr. Nixon desired clarification, regarding the unfunded liability, noting his understanding was that the County was not responsible for the retirement overall, that was a VRS responsibility. Mr. Foley commented that was why the liability was not reported in the financial statement.

Discussion ensued, with Mr. Nixon asking if the undesignated fund balance for this fiscal year was \$20 million. Mr. Foley referenced Exhibit 30 and noted as of June 30, 2009, the undesignated fund balance for the general fund was \$20.69 million; the general fund had decreased by \$2 million.

Mr. Underwood moved, Mrs. Hansohn seconded, to accept the Comprehensive Annual Financial Report for year ended June 30, 2009.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker
Motion carried 7 to 0.

2010 SINGLE BOARD MEMBER APPOINTMENTS

Mr. Rosenberger explained that the single Board member appointments to outside committees or groups were made by the full Board rather than by the Chairman. He noted the list before the Board contained the current membership and

he understood there were some members that wished to be relieved of certain positions and others wished to remain with their current appointments.

Mr. Rosenberger read each member assignment and allowed time for members to agree to stay on or be removed from the particular bodies. By general consensus, the following changes were made: ***Disability Services Board*** – Mr. Underwood requested to be removed and Mr. Chase accepted appointment to the Board; ***Library Board*** – Mr. Underwood and Mr. Nixon agreed to switch positions with Mr. Nixon becoming the primary member and Mr. Underwood serving as the alternate member.

Recess: Mr. Rosenberger called for a brief recess at 11:08 a.m. The Board reconvened at 11:15 a.m.

NEW BUSINESS

LIVING LEGACY PROGRAM

Cate Wyatt, President of Journey Through Hallowed Ground (JTHG), expressed her appreciation for being allowed to address the Board. She provided a PowerPoint presentation and briefed the Board on the Journey Through Hallowed Ground Partnership's Board of Trustees and Board of Advisors. She noted that every community along the 180-mile corridor was involved as they worked to raise awareness of the region. She noted the partnership goals were to have a national awareness campaign, conduct educational outreach programs, obtain national heritage area designation and national scenic byway, and create a socially responsible land purchase trust.

Ms. Wyatt noted they had just issued an RFP to complete a website update, the corridor maps had been revised and were being reprinted, the travel guide had sold 4,000 copies, the National Geographic Book Club Selection had sold 25,000 copies. She noted a meeting had been held in Gettysburg last year and they had been joined by Drew Gilpin Faust, President of Harvard University, and Edward Ayers, President of Richmond University and one of the foremost scholars on the South. Ms. Wyatt noted the work that was being performed on researching the African American heritage from along the corridor. She noted the researchers were so good that a book *Honoring Their Paths* was published which contained stories never told regarding the African American contributions along the Journey Through Hallowed Ground. She presented a copy to Chairman Rosenberger.

The National Heritage area was designated and signed into law on May 8, 2008 and the new budget has drastically changed the funding for National Heritage areas. She discussed this further noting that to date they had only received approximately

\$188,000 rather than the \$2 million anticipated. Ms. Watt stated it was great to have Route 15 designated at a National Scenic Byway.

Ms. Wyatt discussed the Whistle Stop Celebration held in October 2009 and thanked those that supported and attended the celebration in Culpeper. She presented a framed picture from this event to the Museum. She expressed appreciation to the Board and especially Steve Walker, Frank Bossio, John Egertson, Beth Bunch and Lee Langston-Harrison for their leadership role in these efforts.

Ms. Wyatt outlined the steps being taken with the wayfinding and signage design program; what was included in the JTHG National Heritage Area; the positive economic impact being received throughout the corridor area; the general level of interest that individuals have in: visiting state parks, driving through scenic horse country or pastoral rolling landscapes, and fall foliage watching. She discussed the frontline training program and those that have aided in matching a \$236,000 grant funds.

Ms. Wyatt discussed the proposed sesquicentennial legacy project noting the support being sought. She stressed that the Board was being asked to endorse the project in order for JTHG to pursue funding from the stimulus funds and department of defense funds to appropriately honor the individual and combined sacrifices of the fallen soldiers. She further discussed the project and efforts of JTHG.

Mr. Walker pointed out that the last 'Whereas' in the resolution addressed the concerns of some on the protection of property owners' private rights.

Mrs. Hansohn noted widening Route 15 had been under discussion for years and she expressed concern with planting trees along the side of the road and then later widening it. Ms. Wyatt stated they were taking into consideration VDOT's 20/20 plans and anticipated expansion plans in the preliminary engineering plans so the plantings would be outside the future rights-of-way. She noted trees would not be planted on private property unless the owners wanted that to be done.

Mrs. Hansohn stated that currently there were beautiful views driving along the corridor roads and she would hate to see these blocked. She feared with the trees planted along the roadside one would be unable to see the beautiful scenery and the battlefields.

Ms. Wyatt agreed and discussed how the roads change from two lanes to four lanes, etc. She stated they did not have all the answers and noted they needed to attain funding so all of this could be considered in the engineering and viewscape studies and brought back to the Board. Ms. Wyatt emphasized the intent was to enhance and not to create a new barrier of vegetation. She further discussed the group that would be working on the plans.

Mr. Nixon questioned the type of trees being considered. Ms. Wyatt noted several types of trees that were being considered for planting and explained that the American Chestnut Society has an active Virginia chapter and they are very interested in repopulating these trees and had offered around 200,000 trees. She noted that Red Bud trees had been suggested for use in the entrances to historic downtown areas, field cedars had been recommended and their partners in Maryland were already using them to block certain areas and as sound barriers. Mr. Nixon noted there was a huge difference in the growth cycle of the trees she had mentioned. Ms. Wyatt agreed.

Mr. Aylor asked if permission was negotiated for planting trees on private property, then who would own and maintain the tree. Ms. Wyatt stated the intent was that the funding they would be seeking would include: acquisition, installation, maintenance and replacement. Half of the money would be for maintenance and replacement, because a tree should not be planted in honor of someone without providing for its maintenance and/or replacement. She stated it would be the responsibility of their organization and if a private landowner wished a tree to be planted, then access for maintenance and replacement would have to be granted.

Mr. Underwood stated that before the presentation his concerns were more about the plans on where the trees would be located, as well as, some of the other questions that had already been asked. He noted upon hearing the presentation, his concern was with asking the federal government for money when it was faced with the largest budget, containing the largest deficit, ever proposed. He said he truly appreciated education and remembrance of the war between the states and believed that anything that could be done along those lines would be worthwhile, but not to the extent of asking the federal government for money toward this project when there are much greater challenges facing the nation. He noted he fully supported the JTHG to the extent that the money can be raised privately and from other organizations. Mr. Underwood concluded by reemphasizing that he had a problem with asking the federal government to support this project at this time.

Ms. Wyatt stated she understood this. She discussed the estimated cost being equivalent to a one-grade-separated interchange. She stressed that they would pursue 50% of the funding through federal funds and the remainder would be privately funded. Ms. Wyatt emphasized that as the sesquicentennial approaches, people on 'Capitol Hill' would start wondering what needed to be done for the 150th anniversary and then they would start throwing good money toward not so good programs. Therefore, if they are going to be applying money, then it would be good for it to be applied toward a program that would be environmentally sound, helps the 'carbon footprint,' and honors the fallen.

Mr. Underwood expressed his concern further stating if the resolution encouraged the federal government to start being more careful on how it spent the taxpayers' money, he could possibly support it but not the way it was written.

Mr. Chase commented that there was so much money being wasted on 'bug' and other special studies across the nation and he felt this was something worthwhile. He stated he too wished that the federal government was more careful in the way it spent the money, but it was not.

Mr. Chase moved, Mr. Aylor seconded, to approve the resolution in support of the JTHG's Civil War 150th Living Legacy Program.

Following a brief discussion by members relative to their support or non-support of the motion, Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Nixon, Rosenberger, Walker

Nays - Hansohn, Underwood

Motion carried 5 to 2.

2010-2012 COMPOSITE INDEX & LAND USE TAX DEFERRAL PROGRAM

Mr. Rosenberger noted the School Board had not had an opportunity to discuss the letter that had been received from the Fauquier County School Board. He asked if it was the desire of the Board to consider sending a letter to Fauquier County School Board in support of their effort to change the 2010-2012 Composite Index assumptions relative to the Land Use Tax Deferral Program. If the Board did wish to act on this matter, he believed it would be appropriate that it be contingent on the School Board supporting the effort.

Mr. Underwood moved, that the Board support the Fauquier County School Board's effort contingent on the Culpeper School Board supporting the effort. Mr. Aylor seconded.

Mr. Chase stated he hated to see the land use tax discussed, because the bottom line was the farmer could not survive a year without the land use program. Mr. Rosenberger agreed; however, he believed this was an effort that should be considered by all the localities because it is an important part of the base and it should help to get the formula change and if the school board agreed to move in this direction it would be good. He noted that the Farm Bureau had taken this position and encouraged the change for sometime.

Mr. Walker requested clarification on the motion asking if the local school board took this position, then the Board of Supervisors would support them. Mr. Rosenberger agreed this was the intent of the motion.

The members further discussed the matter with Mr. Nixon and Mrs. Hansohn asking what would happen if the Culpeper School Board did not support the request or failed to act on the issue. It was suggested that the Board take action without it being

contingent on the School Board's action. Mrs. Hansohn stressed the need to also send copies of the letter to the appropriate legislative representatives.

Mr. Underwood and Mr. Aylor agreed to amend the motion to authorize the Chairman to sign a letter of support and that copies be sent to the appropriate legislators.

Mr. Rosenberger called for a voice vote.

Ayes: Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker

Motion carried 7 to 0.

COMMITTEE REPORTS

AD HOC ANIMAL SHELTER ADVISORY – January 27, 2010

Mr. Chase stated there were no actions forwarded.

(See Attachment 1 for details of the Committee meeting.)

AIRPORT ADVISORY COMMITTEE – December 9, 2009 & January 13, 2010

Mr. Bossio noted the Committee had elected John Hunton, Chairman, and James Bailey, Vice Chairman for 2010.

(See Attachment 2 for details of the Committee meeting.)

BUILDING AND GROUNDS COMMITTEE – January 12, 2010

a) The Committee forwards to the Board, without recommendation, Staff's proposal on assessing a fee as part of each criminal or traffic case to cover construction, renovation or maintenance of the courthouse.

Mr. Aylor introduced this item and noted that Mr. Howard was present to address this item. Mr. Howard noted the Committee had considered a request to submit an application to the Virginia Department of General Services to look at the Culpeper County Court House to determine its compliance with the Virginia courthouse facility guidelines. He noted in 2008 the General Assembly had passed legislation that allows localities to assess an additional three dollar fee as part of the cost in each civil, criminal, or traffic case to be used solely for the construction, reconstruction, or renovation of a courthouse. Prior to implementing a fee, the Department of General Services has to evaluate and perform a site inspection of the courthouse to determine if it does not comply with the state guidelines. If the

courthouse is found to be deficient then the County would have the option of adopting an ordinance and implementing a fee. He estimated the fee would generate about \$40,000 in revenue which would have to be dedicated to the courthouse.

He noted it was recommended that the Board approve allowing the submission of the application.

Mr. Aylor moved, Mr. Chase seconded, approval of the request.

Mr. Nixon questioned the amount of the fee. Mr. Howard stated the fee would be three dollars (\$3.00) if the controversy is more than \$500, if it is less, the fee would not be collected.

Mr. Underwood stated the proposal scared him. He said he would imagine that any courthouse built over 10 years prior would not comply. He thought having to pay the state \$1,800 to come and inspect a courthouse that obviously did not comply seemed questionable. He asked if this could be a step toward passing off greater responsibility to localities relative to future compliance.

Mr. Rosenberger stated he would spend \$1,800 in order to collect \$40,000.

Discussion ensued with Mr. Thorpe explaining that he believed it was an effort to avoid the situation where, in the past, courthouses have been allowed to become dilapidated and the Circuit Court Judge having to order that something be done. This usually ends up in a conflict between the court system and the locality. He believed the idea was to establish a funding stream that would provide resources to maintain the courthouse on an on-going basis.

Mr. Rosenberger called for a voice vote.

Ayes: Aylor, Chase, Hansohn, Nixon, Rosenberger, Walker

Nays: Underwood

Motion carried 6 to 1

(See Attachment 3 for details of the Committee meeting.)

E-9-1-1 BOARD

The next meeting is scheduled for March 18, 2010 at 7:30 a.m.

PERSONNEL COMMITTEE – January 12, 2010

a) The Committee recommends the Board approve a revision of Section X, Grievance Policy of the Personnel Management Plan.

Mr. Nixon introduced the recommendation and moved approval. Mrs. Hansohn seconded the motion.

Ms. Croson noted that the Code of Virginia requires that an employee grievance policy be implemented. She provided a brief overview of the proposed revisions.

Mr. Rosenberger called for a voice vote.

Ayes: Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker

Motion carried 7 to 0.

b) The Committee recommends the Board approve the proposed revisions to the *County Personnel Management Plan, Section V, Compensation & Work Hours* and the outlined procedures for implementing paperless pay for employees.

Mr. Nixon introduced the recommendation and moved approval. Mr. Underwood seconded the motion.

Ms. Croson provided a brief overview of the proposed revisions.

Mr. Nixon noted there had been questions on the employees having to pay fees and stated the Committee had been assured that would not be the case and the banks would be willing to help the employees set up the accounts and payment procedures.

Mr. Underwood stated that the Rules Committee had also discussed the employees having to 'opt in' rather than having to 'opt out' and asked if this was going to be the case. Ms. Croson stated yes if the Board approved the policy, then the employees would be communicated with and they would be informed that they would have to opt out of the paperless payment system or they would automatically be enrolled.

Mrs. Hansohn questioned the number of employees receiving a paper check. Mrs. Lamb explained there were approximately 60 within the Human Services Department and 12 on the County side. She explained that the majority of the 60 were part time employees and she believed Wachovia representatives did meet with a Human Services representative to discuss the conversion of their employees.

Mr. Chase stated he like receiving a check and questioned if it was just Wachovia furnishing the direct deposit services. Ms. Croson explained that Mrs. Lamb had also spoken with other banks that would offer similar accounts.

Mr. Walker commented that Human Services was working hard on converting individuals to the paperless check system and they were visiting with various banks on the services they can offer.

Mr. Underwood stated this was a cost savings issue; therefore, he was in favor of the motion.

Mr. Rosenberger stated he looked forward to getting a check and that it gave him an excuse to come to town.

Mr. Rosenberger called for a voice vote.

Ayes: Aylor, Hansohn, Nixon, Rosenberger, Underwood, Walker

Nays: Chase

Motion carried 6 to 1.

(See Attachment 4 for details of the Committee meeting.)

PUBLIC SAFETY COMMITTEE

a) The Committee recommends the Board approve the Commonwealth Attorney's request for appropriation of up to \$20,000 to hire an expert witness. (The Board, at its January 10, 2010 meeting, postponed action on this matter until February. The Commonwealth Attorney is requesting that this matter be postponed until the Board's March meeting.)

Mr. Nixon presented the request and moved to table further consideration on this matter until the March regular meeting. Mr. Chase seconded the motion.

Mr. Thorpe clarified that the appropriate wording would be to 'postpone' the matter until the March regular meeting. Mr. Nixon agreed with the change.

Mr. Rosenberger called for a voice vote on the motion to postpone.

Ayes: Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker

Motion carried 7 to 0.

(See Attachment 5 for details of the Committee meeting.)

PUBLIC WORKS COMMITTEE

The January meeting was canceled. The next meeting was scheduled for February 9, 2010.

RULES COMMITTEE – January 12, 2010

a) The Committee recommends the Board approve the Records Management Policy.

Mr. Walker introduced the recommendation and moved approved. Mr. Nixon seconded the motion.

Ms. Taylor provided a brief overview of the proposed policy.

Mr. Rosenberger called for a voice vote.

Ayes: Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker
Motion carried 7 to 0.

(See Attachment 6 for details of the Committee meeting.)

TOWN & COUNTY INTERACTION COMMITTEE – January 27, 2010

Mr. Underwood noted there were corrected minutes placed at each member's position and noted there had been discussion on combining procurement among the Town, County, and the Schools. Mr. Bossio stated there was a meeting scheduled in several weeks of the three entities and the results from this meeting would be provided.

(See Attachment 7 for details of the Committee meeting.)

ECONOMIC DEVELOPMENT

Mr. Sachs, Economic Development Director, noted he had provided the members with a copy of the half page ad from the 2010 targeted economic development marketing campaign. The "green technology" concept reflected efforts to promote and recruit knowledge based businesses that are sensitive to the environment. He briefly described the ad and how CEDAC had spent a lot of time on developing the ad.

He noted the Small Business Development Center's Client and Outreach reports for December 2009 were included in the packet.

ADMINISTRATOR'S REPORT

a) FY 2011 Budget Calendar

Mr. Bossio noted the changes made to the budget calendar.

Mr. Walker informed the Board that March 17 was the regular meeting date for the Human Services Board. This was briefly discussed with Mr. Walker noting that he would check to see if the Human Services Board could reschedule their meeting.

Mr. Rosenberger suggested that Mr. Bossio and Mr. Walker decided whether or not the meeting date needed to be changed and advise the Board.

b) VACo/VML Legislative Day 2010 – February 11, 2010

Mr. Bossio stated the plan was to attend the daytime sessions, but not stay for the evening activities. He requested those planning to attend to let him or the Deputy Clerk know.

CLOSED SESSION

Mr. Aylor moved, Mrs. Hansohn seconded, to enter into closed session, as permitted under the following *Virginia Code* Sections, for the following reasons:

1. Under *Virginia Code* § 2.2-3711(A)(1), to consider:

(A) An appointment to the Culpeper Human Services Board to fill an unexpired term ending on December 31, 2012;

(B) Ratification of two appointments to the Piedmont Workforce Network;

(C) An appointment to the Public Transportation Board; and,

(D) Discussion of the employment and performance of specific public employees of the County.

2. Under *Virginia Code* § 2.2-3711(A)(3), (A)(7) & (A)(30), for discussion with legal counsel and Staff to consider the terms and scope of a proposed agreement with the Town of Culpeper, regarding boundary adjustment, water and sewer service including a regional water and sewer authority, and related issues, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County.

3. Under *Virginia Code* § 2.2-3711(A)(7), for consultation with the County Attorney regarding a specific legal matter requiring the provision of legal advice by such counsel.

4. Under *Virginia Code* § 2.2-3711(A)(3) & (A)(7), to discuss the acquisition of land for public water systems improvements, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County.

Mr. Underwood stated he believed the Board was far enough along on water and sewer that it could be discussed in open session. Mr. Rosenberger stated there was information to be presented that would be better reserved for closed session.

Mr. Underwood had no objections.

Mr. Rosenberger called for a voice vote.

Ayes: Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker
Motion carried 7 to 0.

Cancellation of Evening Meeting

Due to the forecast for inclement weather that evening Mr. Rosenberger requested that the Board consider dispensing with the rules and allowing discussion of possibly canceling the evening meeting.

Mr. Underwood moved, Mr. Aylor seconded, to dispense with the rules to allow discussion of the matter.

Mr. Rosenberger called for a voice vote.

Ayes: Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker
Motion carried 7 to 0.

Mr. Bossio noted the latest forecast was for winter weather advisory with two to four inches of snow.

Following discussion of the meeting agenda items, it was agreed the safety of the public and employees was first priority. Mr. Thorpe agreed the public hearing scheduled for that evening could be readvertised for March.

William Corbin, present in the audience, requested an opportunity to briefly address the Board if the evening meeting was canceled.

Mr. Underwood moved, Mr. Aylor seconded, to cancel the evening meeting.

Mr. Rosenberger called for a voice vote.

Ayes: Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker
Motion carried 7 to 0.

Mr. Rosenberger asked the pleasure of the Board on Mr. Corbin's request.

The consensus of the Board was to allow Mr. Corbin time for comments.

William Corbin, Cedar Mountain District, addressed the Board regarding the current use of the Cedar Mountain shooting range and his concerns on whether or not they were complying with the use permit conditions. He stated it was due for an inspection on February 5. Mr. Corbin said he had used his sound meter the previous Friday and the noise level was in excess of 75 decibels, which was greatly improved from last year. He indicated he had spoken with the Zoning Administrator regarding his concerns. He noted he had heard comments from senior citizens in the area that there had been heavy rounds of gunshots one morning and one day he noticed a lot of State Troopers frequenting the Civil War Trust property which was fine

Mr. Rosenberger asked Mr. Egertson to follow up on this matter. Mr. Egertson agreed to do so.

Recess: The Board recessed for lunch at 12:20 p.m. and returned and entered closed session at 2:24 p.m. The Board reconvened in open session at 5:45 p.m.

Mr. Rosenberger polled the members of the Board regarding the closed session held. He asked the individual Board members to certify that to the best of their knowledge, did they certify that (1) only public business matters lawfully exempted from the open meeting requirements under Virginia Freedom of Information Act, and (2) only such public business matters as were identified in the closed session motion by which the closed meeting was convened, were heard, discussed or considered by the Board in the closed session.

Ayes – Underwood, Aylor, Walker, Chase, Nixon, Rosenberger, Hansohn

Mr. Aylor moved, Mrs. Hansohn seconded, to appoint Peter W. Mocarski to fill the unexpired term of Barbara Taylor on the Human Services Board. The term end will end 12-31-2012.

Mr. Rosenberger called for a voice vote.

Ayes: Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker
Motion carried 7 to 0

Mr. Aylor moved, Mr. Underwood seconded, that the Board ratify the appointments of Norman Laudermilch (Terremark Worldwide, Inc.) for term beginning 7/1/08 and ending 6/30/10 and Steven L. Walker (Fountain Hall Bed & Breakfast) for term beginning 7/1/09 and ending 6/30/11 to the Piedmont Workforce Network.

Mr. Rosenberger called for a voice vote.

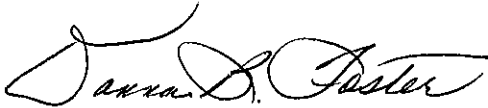
Ayes: Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood

Abstained: Walker

Motion carried 6 to 0

ADJOURNMENT

On motion by Mrs. Hansohn, the Board adjourned at 5: 50 p.m.

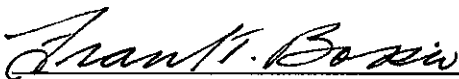


Donna B. Foster, Deputy Clerk



Brad C. Rosenberger, Chairman

Attest:



Frank T. Bossio, Clerk to the Board

Approved: March 2, 2010

- ➔ Indicates subject with recommendation
✓ Indicates recommendation forwarded

AD HOC ANIMAL SHELTER ADVISORY COMMITTEE
Board Room – 302 N. Main Street
Wednesday, January 27, 2010 - 9:00 a.m.

Members Present: Bill Chase, Jamie Bennett, Mary Dale, Rose McKinney, Elizabeth Larson
Staff Present: Frank Bossio, Donna Foster, Terry Sargent
Others Present: Steve Walker (part of the meeting)
Members Absent: Samantha Whitesides,

CALL TO ORDER

Mr. Chase called the meeting to order at 9:02 a.m.

AGENDA APPROVAL

Mrs. Bennett moved, Mrs. Dale seconded, to approve the agenda as presented. The motion carried with all Ayes.

UNFINISHED BUSINESS

a. Update re: Spay/Neuter Mobile Clinic Plan

Mrs. McKinney noted the continued success of the Mobile Clinic. She said with Dr. Jacobson coming in on a regular basis, a lot was being accomplished.

Mr. Chase noted that Lynn Verheugen and Liz Dubenitz had informed him that they would not be able to make their presentation on People for Pets Foundation until April.

He noted Ms. Whitesides had also indicated she could not make the meeting

b. Update re: Adoption Program

Mrs. McKinney reviewed the summary on the number of euthanasia/adoptions there had been in 2008 and 2009. (Copy on file) The numbers have decreased extensively and she credited much of the success to FOCUS , the Humane Society members and, three members who were present in the audience: June Fiamengo, Rebecca Ramey, and Sylvia Hetherington.

Mrs. Bennett shared the disposition statistics reports for 2008 and 2009. She stated the reports have to be provided to the State and discussed the details. (Copy on file) She noted it was very evident that the spay/neuter program is taking effect. Mrs. Bennett added that she was going to compare Culpeper's numbers to others across the State just to see how they compare.

Mr. Chase asked if the Shelter cages were still as full. Mrs. McKinney stated there were currently about 7 cats and 14 dogs at the shelter. They also had a number of cats at the Manassas and Culpeper Pet Smarts. She emphasized how effective having the spaces at the Pet Smarts was for the adoption program.

A brief discussion was held on the number of surrenders and returns with it being noted that the decrease in these numbers could also be largely credited to the help being provided by the Humane Society. Mrs. McKinney stated she did not believe any animal transfers had been done since April. A brief discussion ensued

Mr. Bossio asked why there had been a decline in the number of dogs being adopted and Mrs. Bennett noted there had been a decrease in the number of dogs being brought to the Shelter and naturally that relates directly to the adoption totals.

c. Update re: Trap-Neuter-Return (TNR) Program

Mr. Chase stated since Ms. Whitesides was absent; the report would be done next month.

d. Update re: Open House

Mrs. McKinney noted the adoption program was really busy during November/December and that had dominated a lot of her time. She stated she had not worked on the open house, but they would still like to have it sometime in May. A discussion ensued relative to ideas for this event: conduct an informational clinic; have animal control officers present to present information and answer questions; provide information on how to become a foster family, etc.

Mr. Bossio suggested it might be possible to work something in with the 'Young Eagles' day at the airport. He and the Committee discussed how it may work to have booths and a number of animals there. Mrs. Dale thought it was a good idea. This idea will be further considered.

Pending Item: Purchase of Pet Cages

Mr. Chase asked if there was still an issue with not having enough pet cages. Mrs. McKinney noted and expressed appreciation to Mrs. Dale for personally purchasing an extra cage. Mrs. McKinney and Mrs. Bennett explained how the three-tier cages could no longer be used at the Shelter due to state regulations. Mrs. Bennett

stated the foster families could use the three-tier cages and this would provide the extra cages.

A general discussion ensued on various issues.

e. Discussion re: Neighborhood Dog Problems

Mr. Chase explained that the lady wanting to discuss this problem was unavailable for the meeting.

OTHER BUSINESS

Mr. Chase recognized Ms. Larson, the Committee's newest member and asked if she had any comments.

Ms. Larson stated she would like to see more dogs being spayed/neutered.

Mrs. Bennett noted that every dog that is adopted is spayed or neutered, but sometimes it is after a period of time. She discussed the various factors on how the surgery can change the dog's behavior.

Discussion ensued relative to the Shelter's spay/neuter program being much less expensive than going directly to a veterinarian. Mr. Chase asked what it cost to adopt a dog. Mrs. Sargent stated it was \$150, which included spay/neutering and shots. She said cats cost about \$60 for females and \$40 for males.

Mrs. McKinney noted that FOCUS would be placing donation boxes around town and they would be in different locations from where the Humane Society placed theirs.

Mr. Chase asked if anyone in the audience wanted to speak. Ms. Fiamengo stated she was amazed at the decrease in the various numbers on the report for 2008 and 2009. She stated it was lot of hard work by a few people.

The next meeting was scheduled for February 23, 2010.

ADJOURNMENT

The Committee adjourned at 8:45 a.m.

***Culpeper Regional Airport
Advisory Committee Meeting
December 9th, 2009
Location: Airport Conference Room***

Present: Tony Dias, Jim Bailey, Bob Yeaman, Mike Dale, Bill Flathers, Bill Chase and Steve Nixon
Absent: John Hunton
Guests/Speakers/Press: T.R. Proven, M.T. Brown and J.J. Quinn
Staff: Frank Bossio and LeeAnn Stumpff

Call To Order

- ❖ Mr. Flathers called the meeting to order at 8:00 a.m.

Approval of the Minutes

- ❖ *The minutes from the November 18th, 2009 meeting were approved as written. Ayes all.*

Airport Director's Update

- ❖ Mr. Bossio talked about the budget process that is in full swing at the County. Mr. Bossio informed the committee that there wouldn't be enough funds for the new terminal in the next fiscal year. The committee asked about the stimulus dollars that were requested to help fund the terminal building. Mr. Bossio stated that the size of the proposed terminal building did not fit the qualifications for this funding. Mr. Bossio also added that the State is looking at an estimated 3.5 Billion shortfall of funding which will ultimately affect many departments. The committee also discussed refinancing the loan for the hangars. Mr. Bossio stated that they have already looked into refinancing any of the loans that the County has and it cannot be done for the next two years. Since the hangars don't have but a few years left on the loan, it may not be worth it. Varied discussion on budget and finances.

SAFETY/SECURITY ISSUES:

- ❖ Mr. Bossio met with Whit Turner and Jose Sorzano regarding the biometric access reader for the gate access several months ago. The unit has been reworked and reinstalled on the field. The unit appears to be working since the installation. Mr. Dias added that his tolerance on the unit is quite high but that it works for him.

CUSTOMER SATISFACTION INDEX: Mike Dale

- ❖ No discussion at this time.

AIR FEST 2010: 10//09/10

- ❖ The committee had some additional topics from learned lessons of Air Fest 2009.
 - Some people had complained that they wanted to be able to fly on the day of the air fest. The committee has agreed that due to the size and layout of the show we cannot have additional aircraft on the field and in the air. This is a safety issue as well as a space issue. Mr. Bossio mentioned that PPR (Prior Permission Required) slots could be considered by the air fest committee. This would be based aircraft that would need to leave around the air fest. Mr. Dale added that emergency situations can arise also that would have to be considered. Varied discussion here.

Open Discussion

- ❖ The FAA came out and installed the necessary equipment for the new Clearance Delivery frequency 121.6. This will afford the pilots better communication with ATC. According to Mr. Yeaman, this new frequency is working great. Mr. Bossio added that the Jet traffic utilizing the airport likes this amenity.
- ❖ Mr. Dale started the discussion on the future of the airport by talking about the airport staying competitive in regards to hangar and tax rates. Companies looking to base aircraft at the airport will value a low tax rate and the low hangar rate. Varied discussion here.
- ❖ Master Plan discussion ensued and a Master Plan update committee meeting will be held at 9:30 A.M. today after this meeting.
- ❖ The committee discussed the importance of meeting, in particular, corporate jets with a red carpet. Customer Service discussion ensued.
- ❖ Mr. Quinn informed the committee that a meeting/social will be held at the Culpeper Country Club on Saturday, January 23, 2010 from 2:00 p.m. – 5:00 p.m. It is free and open to all users of the airport.

Adjournment

- ❖ The meeting was adjourned at 8:55 a.m.

Attachments:

- None at this time

Approval:

Chairman: _____ Date: _____

Secretary: _____ Date: _____

Culpeper Regional Airport Advisory Committee Meeting

January 13th, 2010

Location: Airport Conference Room

Present:	Mike Dale, Tony Dias, Bill Flathers, Jim Bailey, Bob Yeaman, Bill Chase and John Hunton
Absent:	None
Guests/Speakers/Press:	M. T. Brown and J.J. Quinn
Staff:	Frank Bossio and Tanya Woodward

Call To Order

- ❖ Mr. Bossio called the meeting to order at 8:04 a.m.

Election of Chairman and Vice-Chairman

- ❖ Mr. Bossio called for nominations for Chairman of the Airport Advisory Committee. Mr. John Hunton was nominated for Chairman and seconded. They're being no other nominations; Mr. Bossio closed the nominations and called for a vote on Mr. Hunton becoming the next Airport Advisory Committee Chairman, Ayes all.
- ❖ ***Mr. Hunton was voted to be the Chairman of the Airport Advisory Committee for 2010.***
- ❖ Mr. Hunton called for nominations for Vice-Chair of the Airport Advisory Committee. Mr. Bailey was nominated for Vice-Chair and seconded. They're being no other nominations; Mr. Hunton closed the nominations and called for a vote on Mr. Bailey becoming the next Airport Advisory Committee Vice-Chairman. Mr. Hunton asked for a show of hands vote. All hands shown in favor.
- ❖ ***Mr. Bailey was voted to be the Vice-Chairman of the Airport Advisory Committee for 2010.***
- ❖ A unanimous "thank you" was given to Mr. Flathers and Mr. Yeaman for their tenure as respectively Chairman and Vice-Chair.

Approval of the Minutes

- ❖ ***The minutes from the December 9th, 2009 meeting were approved as amended. Ayes all.***

Airport Manager's Update

- ❖ Mr. Bossio and Mrs. Woodward started the discussion on the recent snowfall of 25 inches and the subsequent snow removal effort.
 - To summarize, Mr. Bossio stated that this amount of snow falls typically once every 10 years or so. The snow removal was done to the best of the

airport's ability with the equipment that is available. The County doesn't have the capital or need to acquire expensive equipment that will handle this type of snow when it is infrequent that we get a snow this large. The airport was opened on Wednesday the 23rd of December along with Warrenton and Orange airports. The airport does have a policy, which prioritizes the areas to be cleared on the airfield.

- There was some discussion on the constant breakdowns with the equipment and the need for some updated equipment. Mr. Culpeper looked on the Federal Surplus for some equipment and one that he found was \$49,000. This is not necessarily feasible, as it will sit most of the year just like our Deuce and ½ that we currently use. A tractor may be utilized year round for mowing and snow removal and this may be a more feasible alternative to purchasing a used truck. Varied discussion here.
- ❖ Mrs. Woodward updated the committee on the Archeological site work. The CRI team needs a few more days at the airport site to finish up, however, do to the wet and recent snowy conditions this effort has been hampered. They will come back to the site as soon as weather is permitting. The written report is being compiled and will be submitted to the FAA within the next 30 days and with their concurrence the report then goes to DHR for their approval, which may take another 60 days. An educated guess is that this will be finalized by spring and then the site design work can commence for the t-hangars to be built on that location. The artifacts that were recovered from the site will be stored at the DHR archives in Richmond. We may request to have those items for viewing in the new terminal building once it is built.

Safety/Security Issues

- ❖ There was a question on the plastic cover over the biometric box on the field. As we have had issues with the box getting water in it and condensation etc. we felt it was a good idea to be proactive and cover the box to try and protect it. The alternate entrance button was not obscured and could still be utilized. After the wet weather subsides and so normal temperatures return we will uncover the box and resume using it for entrance to the field. Varied discussion ensued.

Customer Satisfaction Index: Mike Dale

- ❖ Mr. Dale and Mrs. Woodward have had no response to the request for new/additional questions for an updated survey. Mrs. Woodward added that maybe we need to discuss further what we want to know the answers to before asking for questions.

AIR FEST 2010: 10/09/10

- ❖ Mr. Dale is working on ways to broaden the air fest souvenir program that was debuted at the air show last year. The key to this advertising medium is going to be getting the program out earlier and by getting started earlier on the effort we will get more sponsors to help produce the booklet. Mr. Dale would like to have

- the program out and available for free in the local counties well in advance of the air show.
- ❖ Mr. Dale also is in discussions with Jerry Yeagan of the Fighter Factory to see about bringing some aircraft for the show.
 - ❖ Mr. Dale is also talking with Mike Ginter of our based CAF branch, to try and initiate a FAS training program to be held here at the airport on the Wednesday and Thursday of the week of the air show. We could have some additional 8-12 vintage type aircraft here for the show. Coordination will be key for this and Mr. Ginter is willing. A vote was called for support of this effort.
 - ❖ ***Mr. Yeaman moved in support of the Air Fest committee investigating having the FAS program here at the airport. Mr. Bailey seconded the motion. Ayes all.***
 - ❖ Mrs. Woodward asked for a clarification on the duties for the air fest. They are as follows:
 - Mike Dale: Performances and show line-up as well as the WarBirds and many other coordination efforts
 - Tony Dias: Automobile Parking and liaison with the Sheriff's department for parking
 - John Hunton: Air show announcer and field layout mapping
 - Jim Bailey: Volunteer coordinator
 - T.R. Proven: Air Boss including waiver to FAA
 - John Corradi: Performer and field set-up etc.
 - Bob Yeaman: Safety Liaison
 - Bill Flathers: Food Vendor Coordinator
 - Fuel King position has yet to be filled.
 - ❖ The air fest committee will meet for the first meeting of 2010 after the February advisory committee meeting.
 - ❖ The air fest committee's first order of business will be to develop a master plan for the air fest. Varied discussion here.

Open Discussion

- ❖ Mrs. Woodward was asked for an update on the ICAS Convention, which she attended for the first time in December. Varied discussion here.
- ❖ J.J. Quinn reminded the committee of his CAS get-together planned for the 23 of January at the Country club in Culpeper from 2:00 p.m. – 5:00 p.m. All CJR users are invited to attend.
- ❖ Mr. Bossio informed the committee that the terms for the advisory committee members needs to be staggered for the continuation of the support of the BOS. All the committees are looking at their member terms and doing the very same thing. The members agreed and will do this.
- ❖ Mr. Bossio passed around a printout that was compiled from another County regarding the personal property rates on aircraft in other airports around the Northern Virginia area and into Maryland. (See attachment #1). Mr. Bossio noted that out of the 13 airports listed, Culpeper has the highest tax rate on aircraft. Mr. Dale added that the airport strategy is in direct conflict with the County plan regarding aircraft tax rates. The airport needs to be competitive with other airports in the area to attract corporate based aircraft. Varied discussion here.

- ❖ Mrs. Woodward informed the committee that January is General Aviation Appreciation Month in West Virginia. (See attachment #2).

Adjournment

- ❖ The meeting was adjourned at 9:25 a.m.

Attachments to the Minutes:

- (1) Aircraft Personal Property Tax Rates handout
- (2) AOPA article on GA Appreciation month for West Virginia

Approval:

Chairman: _____ Date: _____

Secretary: _____ Date: _____

Aircraft PP Tax Rates - 1/2010

Martinsburg (WV Authority) No Tax	Hagerstown, MD (Washington County) No Tax	Frederick, MD (City of Frederick) No Tax	Martin State (Baltimore County)- No Tax
Winchester (Frederick County) \$.425 /100 Manufacture and Ag Exemptions All current corporate aircraft exempted	Leesburg (Loudoun County) \$.01 /100	Dulles (Loudoun County) \$.01 /100	Baltimore (Baltimore County) No Tax
	Manassas (City of Manassas) \$.0001 /100	Gaithersburg (Montgomery County) No Tax	Aircraft Owners In Virginia already pay a premium to base here - a one-time 2% Sales & Use Tax . MD and WV exempt ALL aircraft from this tax.
Culpepper (Culpeper County) \$.63 /100	Stafford (Stafford County) \$.01 /100	Warrenton (Fauquier County) \$.001 /100	

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AOPA Online: 'General Aviation Appreciation Month'¹ opens 2010 in W.Va.

Page 1 of 1

& AOPA

'General Aviation Appreciation Month'¹ opens 2010 in W.Va.

By Alyssa J. Miller

West Virginia is ringing in the new year with a salute to general aviation. Gov. Joe Manchin III, who is also a pilot and AOPA member, signed a proclamation dubbing January "General Aviation Appreciation Month."

"Governor Manchin and the state of West Virginia are committed to aviation," said Greg Pecoraro, AOPA vice president of airports and state advocacy, who attended the proclamation signing Jan. 7. "AOPA appreciates the support general aviation receives in the state. West Virginia's efforts are a model for other states."

The state is home to manufacturing and repair facilities for Aurora Flight Sciences, Bombardier Aerospace, Lockheed Martin, Pratt & Whitney, and Tiger Aircraft. Aerospace is one of the fastest-growing sectors of the state's economy, according to the proclamation, adding nearly 600 new jobs between 2000 and 2005 and contributing 3,200 jobs either directly or indirectly related to the industry. GA also contributes \$616 million to the state, which boasts 34 airports and 1,859 pilots.



Left to Right Alliance for Aviation Across America's Selena Shahad, AOPA Vice President of Airports and State Advocacy Greg Pecoraro, W.Va. Gov. Joe Manchin III, NATA's Kristen Moore, NBAA's Dan Hubbard and W.Va. Aeronautics Commission Director

"Given our state's geography, a great many businesses and communities depend upon General Aviation aircraft and small aircraft of all types for access to medical treatment, mobility, economic opportunity, disaster relief, and a wide range of critical resources," the proclamation noted.

Manchin is a strong GA advocate and led AOPA's GA Serves America Rally in November 2009 at the association's Aviation Summit in Tampa, Fla. Watch the rally on AOPA Live.

AOPA TOP STORIES

ADS-B goes beyond radar in the Gulf Repair station

approved for Yankee, Tiger, Cheetah Fatal NASCAR

C310 accident leads to SAIB Lotain County closure

would flout federal obligations Hawker Beechcraft to

charge for service inquiries Two-way radio to be

required near Luke AFB

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- Indicates subject with recommendation
✓ Indicates recommendation forwarded

BUILDING & GROUNDS COMMITTEE
Board of Supervisors Room – 302 N. Main Street, Culpeper, VA
Tuesday, January 12, 2010 - 8:00 a.m.

Members Present: Larry Aylor, Steven Walker, Tom Underwood
Staff Present: Frank Bossio, Roy Thorpe, Paul Howard, John Barrett, Donna Foster
Others Present:
Members Absent: None

CALL TO ORDER

Mr. Aylor called the meeting to order at 8:07 a.m.

AGENDA APPROVAL

Mr. Underwood moved, seconded by Mr. Walker, to approve the agenda as published.
The motion carried with all Ayes.

UNFINISHED BUSINESS

a. Discussion/Consideration of installing a backup generator at 306 N. Main Street

Mr. Howard presented the background on the generator for 306 N. Main Street and information on how it was considered last budget year. He explained the funding was not found and it was back for consideration this year. Based on bids received last year the estimated cost, including site preparation, was \$22,310 plus an additional \$1,500 per year in maintenance costs. He noted in the past one extended outage occurred into town, resulting in the loss of blackberries and mobile computers for emergency services.

Mr. Underwood commented when funding was considered last time, it was looked for in specific departmental and Constitutional Officer budgets. He was curious if there was a chance of finding money in those budgets this year. Mr. Bossio did not think so, without doing damage to something else. He stated he had given some thought to asking the Town for some assistance. Mr. Bossio explained since the County, Sheriff and other Constitutional Officers received significant State budget cuts and probably will see more, he felt if the generator was approved, the funding would have to come from general fund. He added he thought the Town would be asked to fund some portion to help since they were the largest complainant. Mr. Underwood asked what was the condition of the general fund. Mr. Bossio thought it was looking pretty good but based on the fact the County continues to reduce the amount of the budget then the reserves tend to climb some. He stated the County did draw down on the School Board bond funds, which replenished the general fund to some extent.

Mr. Walker asked since the main transmission lines have been replaced, what is the extent of outages experienced since then. Mr. Howard replied there have not been any outages since then. Mr. Bossio added the County never had a significant outage even before the main transmission lines were replaced. Mr. Walker thought the emergency nature of this installation has somewhat dissipated because of the new power lines and the stable power, not that an outage could not happen again. He said there is a need for the generator, but because of the stable electricity supply and budget issues, this may not be the year to do it. He added the County needed to do something at some point but in a year when the Board is looking to reduce services and staff, the committee needed to take that into perspective. Mr. Walker and Mr. Bossio discussed some alternate sources of funding the generator.

Mr. Aylor asked about the maintenance costs. Mr. Howard estimated the maintenance costs to be \$1500 per year and briefly described the periodic maintenance that would be included in the yearly cost. Mr. Aylor felt a lack of backup power directly impacts emergency communications. Mr. Howard stated it was his understanding after 30 minutes the sheriff and town police mobile computers go down and at some point their blackberries would not work. Mr. Aylor stated it was his opinion since this had a direct impact on emergency services, his feelings were to look hard at providing the emergency generator. Mr. Underwood understood it is a relatively small amount, but it does add up. He thought it would be great if the County could afford to cover every contingency. Mr. Underwood concluded by saying if there was an outage of more than 30 minutes, of course everyone would miss their blackberries and mobile computers, but everyone has done without them before, it is not the ideal situation, but with extreme capital expenses elsewhere to build extra redundancy is not at the top of the priority list.

Mr. Bossio asked Mr. Howard if anyone had investigated the generator at the old police department. Mr. Howard replied he did investigate it and, it had the wrong phasing and voltage for this use and estimates for converting it were higher than buying a new one.

Mr. Bossio suggested keeping this item on the agenda as a pending item, because it is something the County needs to do either now or later. He also thought staff may want to continue investigating grant funding through E-CIVIS because more money appears to be available every day.

Mr. Underwood moved, Mr. Walker seconded, to postpone this item pending searching for homeland security or other grants available to assist the County, and entering preliminary discussions with the Town with regard to their interest in contributing, and looking at operating budgets for funding not previously identified. Mr. Walker asked if Mr. Underwood wanted to postpone the item.

Mr. Bossio requested the Committee place this issue under Pending Items until staff had an opportunity to look at data on the constant power flow and the other issues addressed in Mr. Underwood's motion. It was the general consensus this would be done, after which Mr. Aylor indicated a vote was not necessary and the item would remain under Pending Items.

NEW BUSINESS

a. Discussion of options for softball fields at Lenn Brothers Park

Mr. Howard advised the Committee, he and Mr. Barrett were asked to look at options for the ball fields at Lenn Park. Mr. Howard reported he and Mr. Barrett had met with representatives from

Samuel James Construction and discussed the previously approved option and developed a second option. Mr. Howard reviewed both options and displayed a sketch of the fields and bordering areas. A copy of the presentations and sketches of the ball fields were distributed to each Committee member. Mr. Howard noted Mark James assisted with the estimates which are included with the options information.

Mr. Walker asked if the single ball field could remain after the finishing of Option 1. Mr. Barrett replied yes, his staff has looked at using it in the future and will monitor its use. He stated currently there are 3 to 4 different organizations that have contacted his staff and are interested in using the field because the current complex does not lend itself to their type of use.

Mr. Howard projected sketches of the ball field plans on the screen and discussed how the fields would be developed.

Mr. Aylor asked for clarification of the response to Mr. Walker's question and noted his understanding was if Option 2 was taken as phase one of the ball field construction, when option 1 was eventually funded, the ball field constructed under Option 2 would not be torn out. Mr. Barrett agreed it would not be torn out. Mr. Aylor then questioned the amenities to be funded under Option 2 such as bases and a backstop. Mr. Barrett replied he was anticipating the minimal equipment to make it useable and hoped to receive contributions from the groups that have indicated interest in the field. He stated he did not have specific costs for maintenance of the field but his estimate was \$10,000 per year. Mr. Howard added the seeding for the infield was just over \$7,000 in addition to the \$56,000. Mr. Barrett described the field preparation work included in the \$7,000 seeding cost. Mr. Aylor summarized the cost would be approximately \$63,000 to build the field and \$10,000 per year to maintain it.

Mr. Bossio asked what was involved in the \$10,000 maintenance fee. Mr. Barrett replied he was not sure but normally it included replacement of the infield mix as necessary, cutting of the turf, and if one of the organizations using the field offered to cut it, it would be accepted, and incidentals that may come up such as fertilization.

Mr. Underwood asked if any of the 3 or 4 organizations interested in using the field have been contacted to see if they are interested in cost sharing. Mr. Barrett stated the adult softball association was contacted, they currently use the Brandy Station field and they would be able to supply the amenities for the field. Mr. Barrett noted he had invited all four organizations to attend the Committee meeting, but no one was present.

Mr. Underwood pointed out because of the location of the field the primary use would not be by neighborhood kids. He stated the primary use would be by organizations and he would like to see some financial commitment from them. He added it would be worthwhile to proceed with a very limited plan but would like to see a partnership with a vested interest from the groups primarily using it in the long term.

Mr. Walker asked if the final design plans had been drawn or if it was still in the design work stage. Mr. Howard replied what he was presenting the Committee was the rough draft provided by Mark James so no engineering plans need to be done. He stated the County has a general services contract with Mr. James to do this type of work; however if the Committee wanted to put the construction work out for bid he would be reluctant to use the drawings he has without formalizing them.

Mr. Walker commented if the County had plans available then local organizations could see what the plans are and may be encouraged to contribute. He stated he had a hard time recommending a \$56,000 expenditure, although it would probably be a good investment, but it is a hard time to support any expenditure. He thought ten years ago the community would have rallied behind it, it may have taken them a couple of years to raise the money, but they would have done it. What he was interested in finding out was since it is County land having the specifications available so if someone came forward interested in building it, they would have all they need.

Mr. Howard felt if local contractors were interested in building the field, the plans he had should be adequate, and discussed what he thought were minor additions he felt would be useful. He concluded if someone was willing to donate the time and equipment he could have a good enough design specification for that. Mr. Underwood referencing the community effort to install dugouts for the ball fields at Eastern View agreed with Mr. Walker's comment and noted he believed it needed to be community based and community driven.

Mr. Alyor summarized his understanding was the committee was suggesting that if staff got the word out to interested organizations they may be willing to raise the money to fund the project. He agreed with Mr. Walker's comment on funding priorities and felt after looking at emergency services needs, recreation needs are hard to embrace during these tough economic time.

Mr. Howard requested clarification if an organization did donate the funding and built the ball field would the County be in charge of the maintenance.

Mr. Walker felt the maintenance would be their responsibility too but asked Mr. Thorpe if there were any legal implications such as a lease.

Mr. Thorpe felt the main issue was the ball field would remain public property and a County facility. He said if an organization or organizations make the improvements they will have to understand that it is still open for public use and subject to scheduling through the Parks and Recreation Department.

Mr. Bossio remarked that was not an unprecedented situation, the Barnstormers did the same thing with their airfield. Mr. Thorpe stated the Barnstormers are the model for use in the area and the County could do a license agreement or something similar.

Mr. Barrett mentioned there are still two concession stands at the County sports complex that have not been built. He felt if the Committee expected them to be built on their own by the groups that committed in financially good times, he highly doubted it would ever happen. He thought if the Committee wanted to build a field then they need to look at doing it the way it should be done, by getting a professional to build a ball field that would be sustainable over the years. He pointed out staff has 3 to 4 years experience working with professionals at the Sports Complex and even with a professional installation and assistance, there have been some corrections to make. Mr. Barrett stated he was offering these comments to the Committee just as something to think about while making a decision on whether to move forward on this project.

Mr. Aylor commented he and other members of the Committee have had experience with other departments where people have worked together, studied, and achieved goals even during these hard economic times. Mr. Aylor asked the Committee members for their preference, suggestions or a motion.

➔ Mr. Walker moved, seconded by Mr. Underwood, to utilize the barnstormer model for the improvements they have made to Lenn Brothers Park and are continuing to make, and see if there is an organization that would be interested in moving forward with Option 2 to make a single ball field.

The motion carried with all ayes.

b. Discussion of the future of the George Washington Carver Center

Mr. Howard presented a brief slide presentation and reviewed the background of the George Washington Carver Center, details of which are contained in the Committee Packet Control Sheet. The current lease is at the renewal point with the facility contract manager but they do not have the money to cover the operating costs or the capital needs that the facility requires. Mr. Howard briefly discussed some of the maintenance and repairs required, such as the continuing problem with broken windows done by vandals, and the roof needing urgent maintenance and repair. He described some of the other obstacles faced such as exterior doors being left open, driving up heating costs, interior modifications that have not been finished, and are not to code, and he noted that asbestos problems exist throughout the structures. Mr. Howard informed the Committee that the County has replaced two boilers which have helped with the heating issue, but now the tank for the water system has rusted through and inspectors say it needs to be replaced in near future. He noted the plumbing leaks and maintenance personnel are continually chasing down new leaks. He also informed the Committee a lot of steam pipes are not insulated so the cold water is hot and is creating a problem with lead and copper staying within the required specifications for drinking water systems.

Mr. Howard reported there are some outbuildings that are deteriorated to the point that they should be demolished. He added most buildings were not ADA compliant and some have to be used by disabled students and no complaints have been received.

Mr. Howard mentioned a copy of the proposed budget was included in the Committee packet and noted it was flat at \$154,000 to maintain the bare minimum maintenance needs. He pointed out the Committee would see the costs are high because only small portions of the facility are being used. He explained that some of the buildings not being used had been to mothballed as much as possible. Mr. Howard felt the facility was at a crossroads and the County needed to decide either to invest or divest. He concluded by stating he wanted the Committee to be aware of the condition of the facility and see if the Committee had comments or direction for Staff.

Mr. Underwood asked if anyone present knew what the value of the 11 acres and improvements were, looking at it in terms of what could the County sell it for and or what is the utility value in its present use and condition.

Mr. Howard replied the property was appraised 4 or 5 years ago for \$400,000. He was not sure of the value if the private sector owned and used the property. Mr. Underwood commented when you look at the maintenance and required cost it may even be negative.

Mr. Bossio felt the value was an intrinsic value of having a school and place to do the special programs. He thought the building itself may have little value. He then asked Mr. Howard if the County were to put the new roof on the Germanna Automobile Center at a cost of \$55,000, can the County charge Germanna and they could pay rent through the state. Mr. Howard stated he had not spoken to them recently, but thought their funding was being cut everywhere and did not believe paying rent was an option for them. Discussion of the usage of the buildings and possible options and alternatives for the various groups using the facility followed.

Mr. Aylor commented one thing the Committee needed to keep in mind was the community is passionate about this building and the Committee has an obligation to look at it from all angles. He believed there was an opportunity for the County to be relieved of the maintenance and other costs by leasing it and making the lessee in charge of the maintenance and utilities. He felt if the lessee paid utilities they would quickly secure doors and do the other things mentioned.

Mr. Underwood felt the County was going to have to quickly find a way to eliminate the expense to the taxpayers. He felt the current real estate market was not a good market to sell in so alternatives such as asking the organizations that continue to use the facility if they were willing to cover the costs in their lease agreement or some other way.

Mr. Aylor wondered if more classes like 4-H could be attracted to the facility, especially with the new range next door to help offset the cost.

Mr. Bossio asked Mr. Howard to look at sectoring off the main building for a couple of classrooms and possibly the auditorium or whatever configuration meets the current need and lay up the remaining portions. He thought the rest was easy, if the County elected to put the new roof on for Germanna, then try to have them pay the \$33,000 lease costs that was previously discussed with them. He felt they might agree because neither Germanna or the County want to lose the auto mechanics class. He said another option for them could be to move the entire program to the roll up doors at the Germanna Technical Center which was originally designed for factories that wanted to move machinery in there so they could do their training off site as opposed to doing it on the shop floor. He did think that had been done in the years Germanna Tech had been there. The building that houses the Electrical Cooperative, that pays rent and love the space, could continue to do what they are doing. He thought what needed to be done next was to find out how much partial or full lay up of the building would be and then maybe the Committee could make some decisions.

Mr. Thorpe added in addition to the options already mentioned for the building disposition, selling or long term lease, another option was to donate the building to a community or charitable organization, to be used for purposes to meet the community needs. He stated if that were an option to be explored one organization the County could convey it to the EDA. If that was done the Board of Supervisors could challenge them to say what could be done with the building to enhance economic development or serve the community.

Mr. Bossio reminded the Committee the facility does not have a contained septic field, the existing one is on another property and the condition for the use of the septic field was the buildings had to be used for educational purposes. Mr. Bossio commented there was nothing that said the County could not go to the owner and ask for something different.

Mr. Aylor asked Mr. Howard if he needed more discussion or anything else.

Mr. Walker commented before putting a new roof on the building someone needed to discuss the issues brought up by the Committee with Germanna. He said if Germanna is going to remove the program then the County would need to reconsider everything. He felt since they are making money on this program he was sure they could move money around to pay for rent.

Mr. Underwood thought as a goal for next fiscal year he would like to see the expenses decrease to \$50,000 or less. He would like zero but did not think that was practical. He thought a \$50,000 budget would give the staff and others a directive to know they cannot commit \$155,000 per year for the limited use in that building right now. He concluded by saying the County wants the building for educational uses but cannot justify the expenditure.

Mr. Aylor agreed with Mr. Walker's statement that it would be nice to know if Germanna was on board. He said even if they do agree the County still has a big investment. He asked if the decision was not to reroof it, is it something that could be patched. Mr. Howard stated it was way beyond patching.

Mr. Aylor asked what was the direction from the Committee.

✓ Mr. Underwood moved, seconded by Mr. Walker, to recommend sending the item to Rules Committee or the Board with a recommendation to reduce the budget next year and have staff provide ways to reduce the budget to \$50,000 or less.

Mr. Bossio suggested the item needed to be discussed in Rules to further work out the effects and details.

Mr. Underwood amended his motion to reflect the item should be sent to Rules Committee.

Mr. Walker agreed with amending the motion and stated he would like to have more information provided on what reductions can be achieved by mothballing unused sections, and the cost of roofing the Germanna portion. Discussion concerning additional information to be presented at Rules ensued.

Chairman Aylor called for a voice vote on the motion. The motion carried with all Ayes.

c. Discussion of assessing a fee as part of each criminal or traffic case to cover construction, renovation or maintenance of the courthouse

Mr. Howard reported the General Assembly passed legislation last year allowing localities to add a \$3.00 fee to all criminal, civil and traffic cases that go through the courthouse as long as that revenue is used to renovate or construct new courthouses. He stated the only caveat is the courthouse would have to be inspected by the State General Services department. He explained an application is required, then they would do the inspection, note the deficiencies, and upon notification that it was noncompliant with current facilities guidelines the County could enact the fee. He stated he had discussed the estimated revenue with the clerks at the courthouse and their estimate was approximately \$40,000 per year. He informed the Committee his staff has completed the application with deficiencies that they noted and General Services would inspect. He noted there was an \$1800 fee for their inspection and most of the deficiencies revolve around circulation, parking and moving prisoners in and out.

Mr. Thorpe questioned the statute that would need to be referenced in the ordinance to enact the legislation. Mr. Howard did not know. Mr. Thorpe then asked if Mr. Howard knew if an ordinance must be enacted before work is commenced or can it be done later to collect the fees, he added it was a timing issue. Mr. Howard replied it remains effective until all of the deficiencies are removed. Mr. Thorpe asked if the current contract would remove all of the deficiencies. Mr. Howard responded no, there would be some remaining deficiencies.

Mr. Walker commented the County would never be able remove them all.

Mr. Aylor responded for \$1,800 the County could start collecting around \$40,000 per year and that sure would help. Mr. Walker asked if the County accepted the \$40,000 then would the General Assembly have the authority to force the County to do something. Mr. Thorpe commented it was his understanding the County was already exposed to being court ordered to make the renovations, he did not believe enacting an ordinance to accept funding would expose the County to additional mandates, so long as the funding is earmarked to make the improvements. Mr. Thorpe felt this was an effort by the General Assembly to start the work already identified and he believed the County was already on the hook to make improvements.

Mr. Walker asked if it was the County judge who could order currently and not the General Assembly. Mr. Thorpe answered the Chief Judge of the Circuit Court can issue the order for the jurisdiction to make improvements, but he can be ordered by the Commonwealth to make it happen. Mr. Walker commented this is just adding another layer directly related to the General Assembly. Mr. Thorpe replied yes, for establishing the revenue stream.

Mr. Walker stated the application process does not mean that we accept the funding. Mr. Howard replied no the application would get the inspection completed and allow them to issue a certification, then it would be up to the Board of Supervisors to enact the ordinance to begin collecting the fee.

✓ Mr. Underwood stated he understood the need for it, but anytime he hears of new inspectors coming in he gets reluctant and scared. He did; however, believe the application should be moved to full Board outlining the revenue and costs. Mr. Walker seconded.

Chairman Aylor called for a voice vote.

The motion carried with all Ayes.

ADJOURNMENT

The Committee adjourned at 9:19 a.m.

- Indicates subject with recommendation
 ✓ Indicates recommendation forwarded

PERSONNEL COMMITTEE MEETING
Board Room – 302 N. Main Street, Culpeper, VA
Tuesday, January 12, 2010 – 2:30 p.m.

Members Present: Steve Nixon, Sue Hansohn, Larry Aylor, Alternate
 Staff Present: Frank Bossio, Roy Thorpe, Chasity Croson, Valerie Lamb, Denise Whetzel, Donna Foster
 Others Present: Lorrie Gilman of Wachovia
 Members Absent: Brad Rosenberger

CALL TO ORDER

Mr. Nixon called the meeting to order at 2:30 p.m.

AGENDA APPROVAL

Mr. Bossio requested the addition of: Consideration of the paperless payment to employees, which had been forwarded by the Rules Committee at its meeting held that morning.

Mr. Nixon noted if there were no objections, the agenda would be accepted with this amendment. The amended agenda was accepted by general consensus.

UNFINISHED BUSINESS

a. Update re: Early Retirement Program participation

Mrs. Lamb stated in FY 10 there was a savings of \$36,394 and it was estimated that in FY 11 there would be a savings of \$143,045. She noted this included all the various payouts associated with the retirements.

Mr. Nixon asked how many people had participated in the program. Mrs. Lamb stated there were four individuals participating.

NEW BUSINESS

→ a. Discussion/Consideration of a revision of Section X, Grievance Policy of the Personnel Management Plan

Ms. Croson explained that the State Code mandated much of the County grievance policy and most of the proposed amendments were adding or clarifying the required steps within the policy. She reviewed the steps contained in the current policy and the changes being proposed. She discussed the types of complaints, grievable and non-grievable actions, timeframes, appeals, grievance process, and positions excluded from the grievance procedure with the Committee.

Mr. Nixon asked when it mentioned calendar days if it included weekends. Ms. Croson stated yes that most of the time periods were based on calendar days.

Mr. Nixon questioned if certain things were automatically grievable then the County Administration would not have to determine if it was or was not approved. Ms. Croson and Mr. Thorpe provided illustrations on where the 'gray area' might come into play.

Mrs. Hansohn questioned if the supervisor would be present if the department head and grievant/employee had to meet. Ms. Croson stated no, but the supervisor may be called as a witness depending on the situation involved. Ms. Croson continued her review.

Mr. Nixon asked who pays for the hearing officer (page 8). Ms. Croson noted the County would pay. She explained how a hearing office or panel would be chosen and how a hearing would be held. She noted either side could request the hearing be private.

Mr. Nixon asked if the hearing was private would all the notes taken during the hearing be private. Mr. Thorpe believed they could be considered exempt from disclosure. Ms. Croson continued noting that once a decision is made it is final.

Mr. Nixon discussed his thoughts on the need for a safe guard to prevent an individual from appealing if there was no real basis for an appeal, and there should be costs to the employee if this happened. Mr. Thorpe explained that unless the State Code allowed charges to be assessed they could not be made. He discussed how the hearing officer was a new way of handling grievance hearings, because in the past there had been issues on how to provide grievance services and divide the costs. He believed the intent of the General Assembly was to require that trained people hear the cases with minimal time and costs being expended, but he did not know what the actual expenditure might be.

Ms. Croson continued review outlining miscellaneous expenses, examples of relief that may be received, and compliance. She reiterated the positions excluded and reviewed the grievance complaint forms.

Mrs. Hansohn asked how many complaints were filed and if they were a long process or worked out quickly. Ms. Croson explained there had been three that had gone through the formal grievance process; two had gone to the County Administrator and one did reach the panel hearing level. She stated there were not many. Mrs. Hansohn noted it could be a long drawn out process.

Mr. Nixon asked if Ms. Croson was requesting a recommendation from the Committee. Ms. Croson stated yes.

✓ Mrs. Hansohn moved, Mr. Aylor seconded, to recommend the revision of Section X, Grievance Policy of the Personnel Management Policy to the Board. The motion carried with all Ayes.

b. Discussion/Consideration of paperless payment to County employees

Mrs. Lamb explained that the Rules Committee, at its meeting that morning, had further considered the possibility of moving employees from receiving checks to direct deposit and access of the E-Stub information through the intranet. She explained that currently it cost the

County about eight cents per check and six cents per direct deposit stub issued. She explained the time expended by Finance Department personnel to process the checks and stubs and noted if the conversion was successful there would be a cost savings to the County.

Mrs. Lamb noted that the Rules Committee had expressed concern with possibly putting undue hardship or expense on the employees and Gale Morris and Lorrie Gilman from Wachovia had attended the Rules Committee meeting to address the concerns. She noted that Ms. Gilman was also present at that time to answer questions. She explained the various free bank account options that are being offered to the employees. She briefly described the features of the accounts.

Ms. Lamb stated the Rules Committee had forwarded the matter to Personnel Committee with the hope that over the next couple of months the County could go with the paperless payment program. She discussed the survey that had been sent out to the employees and all of the 169 responses were from direct deposit participants. She stated that the Rules Committee had suggested that an attempt be made to enlist those receiving check to convert to direct deposit. She noted that Ms. Gilman had agreed to visit with the employees not using direct deposit to try and encourage them to open an account. She discussed the incentive being offered during January by Wachovia.

Mr. Nixon asked if the Rules Committee wanted a recommendation from the Personnel Committee to go directly to the Board or back to Rules. Mr. Bossio stated he believed it was the intent to get the Personnel Committee to act on the PMP change prior to taking the matter to the Board.

Mr. Nixon expressed his concerns and he discussed these briefly with Ms. Gilman. Ms. Gilman explained how there were accounts being offered without any fees being collected. She discussed the differences in the accounts and any restrictions that may apply. She suggested the checkers' checking account, which offered a few more benefits than some of the other free accounts offered by Wachovia.

A brief discussion ensued on the fees that are charged for cashing checks when an individual does not have an account. Ms. Gilman explained that educating people on how to manage their accounts was part of the services offered by Wachovia.

Mr. Nixon and Mrs. Lamb discussed the savings that would be achieved with the paperless payment. Mrs. Lamb estimated that over the course of the year there would be several hundred dollars saved plus the reduction in staff's time.

Ms. Croson discussed the proposed changes to *Section V, Compensation & Work Hours* of the *Personnel Management Plan* which addressed the paperless payment provisions. Ms. Croson also referenced a change that had been made to Section 40.1-29 of the State Code that allows an employer to pay individuals hired after January 1, 2010 by direct deposit without the individual's written consent. Ms. Croson explained how the Rules Committee wanted an email sent out to employees indicating that everyone will be set up to not receive a paper check unless he/she opts out.

Mrs. Hansohn asked if everyone would receive information on how to use the E-stub program. Ms. Croson stated yes. Mr. Nixon pointed out that the Code of Virginia did not mandate paperless payment, but it allowed it. Ms. Croson agreed with this point.

Mr. Aylor moved, Mrs. Hansohn seconded, to forward the proposed changes with a recommendation for Board approval.

Mr. Aylor questioned the possible use of a bar code system. Ms. Gilman agreed this would probably be the way of the future but they were not there yet.

The motion carried with all Ayes.

CLOSED SESSION

Mr. Aylor moved, Mrs. Hansohn seconded, to enter closed session pursuant to *Virginia Code* § 2.2-3711(A)(1) to consider applications and interview prospective candidates for appointment to the Human Services Board.

The motion carried with all Ayes. The Committee entered closed session at 3:17 p.m. and reconvened in open session at 4:11 p.m.

Mr. Nixon polled the members regarding the closed session held. He asked the individual committee members to certify that to the best of their knowledge, did they certify that (1) only public business matters lawfully exempted from the open meeting requirements under Virginia Freedom of Information Act, and (2) only such public business matters as were identified in the closed session motion by which the closed meeting was convened, were heard, discussed or considered by the Board in the closed session.

Mrs. Hansohn, Mr. Aylor, and Mr. Nixon all responded Aye.

ADJOURNMENT

The Committee adjourned at 4:11 p.m.

- Indicates subject with recommendation
✓ Indicates recommendation forwarded

PUBLIC SAFETY COMMITTEE
Board Room – 302 N. Main Street, Culpeper, VA
Thursday, December 17, 2009 - 8:30 A.M.

Members Present: Steve Nixon, Bill Chase, Steve Walker (Alternate), Sheriff Jim Branch, Anthony Clatterbuck, Tom Williams
Staff Present: Frank Bossio, Roy Thorpe, Steve Basnett, Wayne Green, Chris Fox
Others Present: Gary Close
Members Absent: Brad Rosenberger

Call to Order

Mr. Nixon called the meeting to order at 8:35 a.m.

Approval of Agenda

By general consensus, the agenda was approved as distributed.

Minutes of September 17, 2009

Mr. Clatterbuck moved, Mr. Williams seconded, to approve the minutes as presented.

Unfinished Business

a. EMS Monthly Report - Tom Williams, Director

Mr. Williams presented the Station EMS Proficiency Report for July through November 2009: Richardsville – 70%; Salem – 14.29%; Little Fork – 90.91%; Culpeper Rescue – 76.47%; COES – 91.31%; and Reva – 50.41%. Mr. Nixon questioned Salem's low percentage rate.

Mr. Williams noted that Salem recognizes that it is having problems getting units out and they had requested assistance. He noted EMS personnel had met with Salem to discuss what could and could not be done and based on what appeared to be the consensus at the last Public Safety Committee meeting COES would remain centrally located to better serve all concerned.

He noted that due to Salem experiencing problems, currently all the departments within the County were covering it and the career staff is being dispatched on calls immediately.

Mr. Nixon asked if Mr. Clatterbuck could offer any information. Mr. Clatterbuck stated as everyone probably knew, Salem is under extreme financial duress and when this occurs many times the membership decreases. He stated they are working on the EMS response and believed that the fire response seemed to be good. He noted that he could not analyze Salem's numbers, but he could analyze Reva's (Mr. Clatterbuck is President of Reva Fire & Rescue). He stated his analysis of the reports that Reva has on file is significantly different from Mr.

Williams'. He discussed this further noting that canceled calls can drive the response percentage down. His analysis of Reva ended up being 56%, which was some better than shown on this report. Mr. Clatterbuck informed the Committee that this would be the topic of the next Association meeting to try and help Salem as much as possible. He stressed that none of the departments had extra members to help Salem with EMS calls because most were helping Culpeper Rescue.

Mr. Nixon stated he wanted to point out that Salem is obviously struggling and if help was available it needed to be provided. He stated it was good to know that the Association would be discussing how it could help.

Mr. Williams noted that he had questioned the analysis as well and he believed that Mr. Basnett could answer the questions.

Mr. Basnett noted that approximately five years prior the Arc Bridge software had been acquired. He discussed how the data was gathered and totaled. He noted there could be some human error and he would be happy to discuss this further with Mr. Clatterbuck. He and Mr. Clatterbuck further discussed how the credits for calls are recorded.

Mr. Clatterbuck asked if the software included a fire layer. Mr. Basnett stated no and if it was needed, the software component would have to be written and purchased. Mr. Clatterbuck stated the software had been purchased prior to him coming on the committee; therefore, his knowledge was limited. However, he understood it better now and believed that once the economy improves the extra components should be pursued.

Mr. Basnett stressed his confidence in the software and its ability to report accurately.

Mr. Bossio pointed out that all units were measured the same way; therefore, relative to each other the numbers should be correct.

Mr. Williams referenced the Cash Collections Analysis and noted that Diversified Ambulance Billing was going to be furnishing this type report for each quarterly meeting. He reviewed the report information. (Copy is on file.) Mr. Williams noted that his department had worked with Diversified to develop more detailed processes in order to make better collections. He discussed the billable and non-billable charges.

Mr. Williams noted he would like for this reporting to become part of the meeting agenda. He noted in June 2010 the County would have to renegotiate its contract with Diversified Ambulance Billing. He noted that currently Diversified was being paid 8%, but within the next few months he hoped for the system to be 100% electronic and this should reduce the fee to 6%.

Mr. Williams noted that he had talked with Stafford and Spotsylvania County representatives and they have a different compassionate billing process. It only applies to the taxpayers of their jurisdictions. Therefore, those from outside the county were expected to pay. Mr. Williams believed this was something that should be considered by the Committee at its next meeting.

Mr. Bossio asked if the out of county transfers were being tracked. Mr. Williams stated not at this time; however, he was asking Diversified to start January 1.

Mr. Walker asked what needed to be done to implement the suggested change and why delay doing it. Mr. Bossio suggested it would be good to start tracking the incidents which involve out of county residents so the Board would have information to consider when it makes its decision.

✓ Following further brief discussion, Mr. Clatterbuck moved, Sheriff Branch seconded, to forward a recommendation to the Board to eliminate compassionate billing for non-county residents. The motion carried with all Ayes.

Mr. Walker asked for a definition of "Cancelled Transport." Mr. Williams noted that a unit may arrive on site, start assisting the person and then the person could refuse transport and this was considered a cancellation; or if two units are dispatched and one reaches the scene before another, then the second unit is cancelled.

Mr. Walker asked if the first scenario was different from a refusal. Mr. Williams noted it could be considered a refusal. Mr. Chase stated there was a difference if the unit arrived on the scene and the person refused the transfer than if the person called back and cancelled the call. Mr. Williams agreed.

Mr. Clatterbuck noted that if a company has a crew on duty then it would inform dispatch of this and that company would be the one dispatched first for a call. If there is no duty crew then the career staff and first due company is dispatched at the same time. One usually ends up being cancelled. He discussed this further.

Mr. Walker stated it appeared the first scenario should be listed under refusal if the unit arrives and offers service. Mr. Williams noted that legally a person could not be made to sign a refusal, so Diversified bases it on the data it is given.

b. Quarterly Training Report – Wayne Green

Mr. Green provided a brief review of the report noting: completed training; training in session; future training (2010); training coordinator's completed tasks; and on-going projects.

Mr. Nixon stated his understanding that basic and advanced life support is hard for the people to get since it is so lengthy and he questioned how this could be improved so individuals did not have to go out of the county for training. Mr. Green explained he had a contract in place as well as funding (\$11,500) allotted for EMT training, which would cover 21 students. He noted that the contractor offers classes year around and new members with departments should be able to enroll in a class within two or three months.

Mr. Nixon asked if Mr. Green was able to use any of the instructors that were currently on staff. Mr. Green stated that none had indicated that they would like to assist with teaching classes. Mr. Nixon asked why. Mr. Green noted some of it may be due to personality conflicts with him or they are teaching out of the area. He estimated there were only three EMT instructors in the County and it was difficult to get individuals to qualify for EMT instructor because of the process they have to complete.

Mr. Nixon stated it would be nice to be able to utilize home grown talent. Mr. Green stated he had sent a letter to 17 instructors within the area and he received only two responses and they were from outside the county.

Mr. Williams stated that he and Mr. Green had discussed the issue and felt the best way was to invite everyone they knew of to participate and since there was no interest within the county, Mr. Green had contracted with someone from outside.

Mr. Chase asked if the Board of Supervisors sent a letter if this would be of any value.

Mr. Williams stated it may help if Mr. Chase was to write the letter.

Mr. Clatterbuck stated there were only a couple of instructors that may have a personality conflict. He noted a number of EMT instructors had gone to other places and some are no longer interested in the huge time commitment it takes to participate in the classes. He noted the number of classes needed was multiple. He noted Company 11 has held two classes over the past year. He stated there had been more focus on the EMT training, but you have to fill the classes and the ranks are thin due to what is involved. He noted the advantage of traveling to a class is that normally you can get a compressed number of days together versus taking multiple nights per month going to classes. He believed a lot of people are just out of time to commit to doing classes for free.

Mr. Nixon stated he did not believe individuals should be asked to teach the classes for free.

Mr. Chase asked who paid for the individuals to become qualified as instructors. Mr. Green stated he was not certain. Mr. Williams stated the County had not paid for this. However, an individual that had approached him regarding the county paying for him to become an instructor. Mr. Williams stated he had agreed to do so with the understanding that the individual would teach within the county; however, the state has suspended the state test for EMT instructors. He noted it may start up again early 2010. Mr. Williams noted the expenses would include overnight accommodations and enrollment in classes at a rescue college in Blacksburg for a week.

Mr. Nixon noted his point was that the County should try to utilize some of the local talent and suggested staff should look at ways to encourage participation and if that included writing a letter then it should be done.

Mr. Chase moved, Mr. Walker seconded, that a letter be sent on behalf of the Board to local qualified instructors to see if they are willing to provide EMT training classes.

Mr. Walker asked if Mr. Clatterbuck objected to sending the letter. Mr. Clatterbuck stated no and that anything that could possibly help should be tried. However, he pretty much knew what the outcome would be. He noted there had been some local instructors that had put on classes, but it was not well coordinated and did not seem to work well.

Mr. Bossio asked if there was any legal requirement on who can hold EMT classes. Mr. Green noted the individual would have to get the medical director to sign off on the class and an instructor had to teach at least 16 hours per year to remain certified.

Mr. Bossio noted it seemed strange that other than the medical director signing off, the County had no control over who taught or how classes were held. Mr. Green explained how classes that were conducted through his office were handled and advertised.

Mr. Nixon agreed there should be structure, controlled classes and not just a 'fly by the night' type situation. Mr. Clatterbuck stated that the individual under contract had been teaching classes at Company 11 and the results have been excellent.

Mr. Nixon noted the motion before the Committee was to write a letter, from the Board Chairman, to any qualified instructors within the county to see if they are willing to assist with EMT training.

Mr. Bossio stated if the motion passes, Mr. Williams would develop the letter and forward it to him for Mr. Chase's signature.

Mr. Thorpe asked if the request was for the instructors to perform free of charge. Mr. Nixon stated no. Mr. Green noted it would be per hour pay as had been done in the past.

Mr. Clatterbuck asked if a structured event should be planned for the instructor to handle. He stated he wanted to make sure the letter received the most positive response as possible.

Mr. Williams stated the letter would ask for the class to be held in Culpeper County coordinated through the Training Officer of the Fire and Rescue Association. He wanted to clarify that in the past the individuals that had chosen to teach independent classes had felt that the Association, County or Training Coordinator did not have a right to know or participate in any way.

The motion carried with all Ayes.

Mr. Walker stated that he believed that there should be a policy or a review of policy for providing County funding for an individual's instructor certification classes. He stated if the county is going to pay for the classes there should be some guarantee that the individual will serve Culpeper County in the future and Mr. Thorpe added or requirement that the individual refund the money.

New Business

a. Discussion/Consideration of Commonwealth Attorney's request for appropriation of funds to hire an expert witness

Mr. Close, Commonwealth Attorney, addressed the Committee noting his request was extraordinary because the situation was extraordinary. He provided background information on an accident, which had occurred in March 2009 on Route 3. He noted four young adults had been killed. He stated the accident had been intensely investigated by the State Police and based on the investigation he believed there is criminal liability. This was taken to the Grand Jury, which indicted the defendant on four counts of involuntary manslaughter, driving without insurance and property damage.

Mr. Close stated he believed a successful prosecution would hinge on the testimony of an expert witness. He noted the State did not have an expert witness they could provide; therefore, his department had researched and found an expert in Charlottesville. He noted a resume' on the individual was provided in the packet of information. He noted this person was the least expensive of all those checked. He estimated the cost would be between \$15,000-

\$20,000; however, it could be no more than \$8,000-\$10,000 depending on whether the court would release him when he was not needed to testify.

Mr. Close stated he had filed a motion with the Circuit Court asking that the Court approve the payment of the fees, but he could not say that the court would pay any of the fees. He stressed that a sleep expert is necessary for the successful prosecution of the case. Mr. Close noted that he had informed the individual that only the Board has the authority to engage his formal services. He noted the individual had helped with the case already and had rendered a bill for \$800.00 for these services. Mr. Close stated the individual would be a very strong expert witness and had already put together some of the correct questions to ask during the investigation.

Mr. Chase explained that he had to leave for another meeting and he would like to make a couple of comments. He noted the County was in a real money squeeze position and was trying to not have to reduce the workforce. Mr. Chase stated his concern with the County paying and then the State taking the position that it did not have to pay. Mr. Close stated that he would be billing the State first and the State should not know that the County had appropriated money.

Mr. Chase commented that he had a real problem with experts especially in this field. He further discussed his concerns.

Mr. Close stated the expert witness should be able to show that the defendant knew he was not capable of driving.

Note: Mr. Chase left at 9:30 a.m.

Mr. Clatterbuck stated he was a patient of Dr. Winter and he was an excellent choice as an expert witness. Mr. Clatterbuck questioned and Mr. Close explained further the need for the expert witness to pursue criminal conviction.

Mr. Walker noted that Mr. Close had indicated that he did not have the authority to authorize payments to Dr. Winter. He asked if this was because he did not have the allocated for this purpose. Mr. Close stated this was correct. Mr. Walker asked if there were funds within his budget that could be transferred for this purpose. Mr. Close stated no. He explained that normally expert witnesses could be provided by the State labs, etc. but this case was out of the ordinary.

Sheriff Branch stated it appeared that Mr. Close had done extensive research on who would fit the need and cost. Mr. Close stated he had.

A brief discussion ensued relative to the difference between civil and criminal convictions. Mr. Close noted that the family has the right to sue the defendant for monetary damages under civil charges. With the criminal charges the offense is really against the peace and dignity of the County of Culpeper and the punishment is a jail term.

Discussion ensued with Mr. Thorpe further explaining that the Commonwealth of Virginia is the party to the criminal case to enforce the law and if the defendant is found guilty he will be punished which is usually incarceration, fine or both. On the civil side, the State and County are not a party to this type case. He discussed the possible outcomes of the case.

Mr. Thorpe noted Mr. Close's request, as a Constitutional Officer is to cover an unanticipated expense; however, there may be no payment from the State. Mr. Close agreed.

Mr. Nixon asked if he understood Mr. Close to say that the individuals killed were not citizens of the county. Mr. Close stated this was correct.

Mr. Clatterbuck stated basically Mr. Close was asking that he be afforded the opportunity to uphold the integrity and standard by which he upholds the law in Culpeper County. Mr. Clatterbuck noted that there was no public outrage because they were not Culpeper citizens, but the message that he believed Mr. Close wanted to deliver was that if someone comes to Culpeper and kills someone it will not be tolerated. He believed this was important to think about, because the day may come when it is a Culpeper citizen and the outrage will come with it. Mr. Clatterbuck stated that \$20,000 was a lot when money is so tight, but there are instances when the money has to be provided to protect the citizens.

Mr. Bossio asked if the person being tried was a Culpeper resident. Mr. Close stated yes he had lived here for less than a year and had since moved.

Mr. Bossio noted that Mr. Close is the representative of the Commonwealth of Virginia in this case and asked why the Commonwealth was not interested in the case. Mr. Close noted that he represents the State but it did not always hold up in this type situation. He noted his only choice was to go to the General Assembly. Mr. Bossio expressed frustration with the State not providing the supported needed.

Mr. Thorpe asked how other jurisdictions handled situations such as this and whether or not it was possible to bill it back to the State Police. Mr. Close noted he had a vague memory of a rare situation happening in Chesterfield, but he could not recall the specifics. He noted that he could research this further.

Sheriff Branch asked if there might be some of the out of state forensic labs that might be able to provide expert witnesses. Mr. Close stated he did not know. Mr. Clatterbuck suggested calling the commonwealth attorneys in the counties where the individuals are from to see if any assistance could be provided. He and Mr. Close discussed this further with Mr. Close noting he did not believe this would be viable effort.

Mr. Nixon questioned how the Board would justify doing this one and not others in the future. Mr. Close reiterated how this was a very extraordinary case and he doubted there would be another request like this.

Sheriff Branch agreed with Mr. Clatterbuck's earlier comments and noted to him it did not matter where the individuals are from.

Sheriff Branch moved, Mr. Clatterbuck seconded, to recommend that the Board approve the request to employ the expert witness with a cap of \$20,000 for the expenditure.

Mr. Nixon stated it was fine to send it to the Board, but questioned the cap of \$20,000. Mr. Close noted this was the worse case scenario and he would do his best to keep it as low as possible.

Mr. Walker stated he understood the motion and questioned if the matter should be sent to the Rules Committee since it dealt with the financial issues. He and Mr. Close discussed a

witness expense funding that use to be in the Commonwealth's Attorney budget. Mr. Close believed that there may have been \$500.00 budgeted for this expense in years past.
Note: Mr. Chase returned at 9:57 a.m.

Mr. Close noted there was some time constraint involved since the trial is in May.

Mr. Nixon noted that the Board could refer it to Rules if it deemed it appropriate. He noted the motion was to recommend that the Board approve up to \$20,000 for reimbursement for expert witness fees.

Following brief discussion, the motion carried with all Ayes.

Other Business

Adjournment

The Committee adjourned at 9:55 a.m.

Pending Item(s):

- 1) Update on Company 11
- *2) Discussion re: Culpeper County Volunteer Fire and Rescue Association's request for the creation of a fire levy
- *3) Contract for Emergency Services between the Culpeper County Fire and Rescue Association and Culpeper County

*(CLERK'S NOTE: At the E-9-1-1 Board Meeting held just prior to this committee meeting, Mr. Clatterbuck reported the following: the Fire and Rescue Association had been working for almost two years on a new contract to present to the County. He noted this was nearing completion and he believed the Board would be pleased with the end product.

He noted that the Association had tasked its budget and finance committee with working for the next year on documentation to support implementing a fire levy.)

- Indicates subject with recommendation
✓ Indicates recommendation forwarded

RULES COMMITTEE MEETING
Board Room – 302 N. Main Street, Culpeper, VA
Tuesday, January 12, 2010 - 9:00 a.m.

Members Present: Steve Walker, Sue Hansohn, Tom Underwood
Staff Present: Frank Bossio, Roy Thorpe, Valerie Lamb, Chasity Croson, Nicki Taylor,
Alan Culpeper, Donna Foster
Members Absent: None

CALL TO ORDER

Mr. Walker called the meeting to order at 9:25 a.m.

AGENDA APPROVAL

Mr. Underwood moved, Mrs. Hansohn seconded, to approve the agenda. The motion carried with all Ayes.

UNFINISHED BUSINESS

a. Discussion/Consideration of paperless payment to County employees

1. Employee Account Options, and 2. Employee Survey Results

Mrs. Lamb explained that the paperless payment matter had been brought to the Committee the previous month. She noted the Committee had raised some concerns on whether or not an undue financial burden would be experienced by employees if they were asked to open a bank account in order to receive direct deposit. Mrs. Lamb noted that Gale Morris and Lorrie Gilman from Wachovia were present to answer questions on what options the employees have for opening bank accounts.

Mrs. Lamb noted that she and Ms. Croson had developed and distributed a survey for the employees to complete and return. Mr. Underwood asked if it was performed by email, because if it was, then most likely the people that would respond were the people already using direct deposit. Mrs. Lamb stated there were 169 responses and they were all currently on direct deposit. She noted there were about 80 employees between the County and Department of Human Services that were receiving checks.

Mr. Walker suggested a different way of handling the survey was needed in order to reach the employees not using direct deposit. He asked if the survey could be inserted with their check. Mrs. Lamb stated yes; however, this would not guarantee the individuals would respond.

Mr. Underwood briefly discussed the results of the survey and suggested that the approach should be changed from having to sign up for the E-stub to having to opt out of the E-stub program. He believed this would cause people to have to call and asked why they did not get a stub and this way they would have to discuss the program and have to officially opt out.

Mrs. Hansohn asked how many of the 80 employees receiving checks did not have a bank account. Mrs. Lamb stated they were not asked why they chose to receive a check. Ms. Croson explained that when employees are set up in the system it was possible to designate direct deposit and if the employee wanted a paper check or stub he/she would have to go into the system to sign up for it. She explained the difficulty with asking employees why they do not have bank accounts, but maybe the question could be asked when they are completing the opt out option.

Ms. Croson noted a change had been made to the State Code Section 40.1-29 that allows employers to set up direct deposit accounts for individuals that are hired after January 1, 2010. Mr. Walker asked if the Board needed to approve using this provision of the State Code. Mr. Bossio stated staff could take the necessary action unless there were objections to doing so. A brief discussion ensued on the possible cost savings to the County if the paperless payment to employees was implemented. Mr. Underwood expressed his views on how this should be pursued if there was a positive affect on the budget.

Mr. Walker invited Ms. Morris to brief the Committee on the banking options available to the employees. Ms. Morris explained that Wachovia had implemented with the County some years ago the Wachovia At Work Benefits Program. She noted it cost the County nothing but provided benefits to the employees. She explained the various free accounts that were available to the employees and an incentive program Wachovia was offering during the month of January. The bank would pay \$10.00 to anyone who brought a paycheck in to open an account and \$25.00 if a direct deposit was set up.

A discussion ensued on how the incentives and educating people may encourage them to voluntarily convert to the paperless pay method. The Committee favored developing a more aggressive marketing/sales program to convince employees to participate. Mrs. Lamb clarified that Stellar One had also indicated a willingness to work with employees on establishing bank accounts.

Ms. Gilman noted that Wachovia was interested in educating people on all facets of personal bank account management. She and Ms. Morris stressed that financial education was essential to serving people and their accounts.

Mr. Walker thanked Ms. Morris and Ms. Gilman for attending the meeting.

Ms. Croson stated she believed it would be a good idea to put the information out like Mr. Underwood had suggested. She asked if the information was put out to the employees and they did not voluntarily participate would the County make it mandatory, and if the Committee wished to utilize the provision in the State Code for employees hired after January 1, 2010.

Mr. Walker asked if there were any objections by the Committee on using the State Code provision. There were none. Mr. Walker asked if administratively there were objections and if not the proposal could be moved to the full Board. Mr. Bossio suggested the program could be implemented and if any problems arose, they could be addressed as they came up. He

believed it was necessary to reduce the paper overload and that it could be made a condition of employment.

Mr. Thorpe asked if it was staff's intent to include the requirement in the Personnel Management Plan so it would be made a part of the new employee orientation. Ms. Croson stated that the section relative to direct deposit in the Personnel Management Plan would have to be updated and this would have to be presented to the Personnel Committee and ultimately to the Board.

Mr. Walker noted the Personnel Committee was meeting that afternoon; therefore, a recommendation could be forwarded from Rules to the Personnel Committee. Mrs. Hansohn, as a member of the Personnel Committee, agreed this would be a good idea.

✓ Following a further brief discussion, Mrs. Hansohn moved, Mr. Underwood seconded, to recommend the proposed paperless pay for employees and proposed amendment to the Personnel Management Plan to the Personnel Committee for consideration and recommendation to the Board.

Mrs. Lamb asked how the Committee suggested handling going to a paperless pay program. Mr. Underwood suggested an email be sent out saying that everyone will be on E-stub unless they opt out and then follow up with those that say they do not want to participate.

Mr. Thorpe noted that he was one of the individuals that did not know about the E-stub system; therefore, he had asked staff if there were some easy instructions for those wanting to switch from receiving a paper stub to E-stub and he was assured they could be provided. Mr. Bossio stated individuals would have to establish their own PIN. Ms. Croson agreed noting that everyone can be set up with paperless pay stub and the individual would have to get the PIN in order to opt out.

Mr. Underwood reiterated his recommendation was to email the employees and Board members stating the County would be going to the E-stub system unless the individual replies and wants to opt out. Mrs. Hansohn suggested the steps on using the E-stub also be provided to the individuals. Mr. Walker asked if this had to go to the Board and the Committee agreed that it could be handled administratively. Mr. Walker asked if the Personnel Committee should still consider the issue. Mrs. Hansohn stated yes whatever needed to be brought to the Personnel Committee could be forwarded.

Mr. Walker stated the motion was to recommend the proposed paperless pay for employees and the proposed amendment to the Personnel Management Plan to include the provision allowed under State Code Section 40.1-29 to the Personnel Committee for approval. Mr. Underwood added that the Personnel Committee needed to be informed of the proposed process for achieving implementation of the program.

The motion carried with all Ayes.

Mr. Walker suggested if some of the approximately 80 employees/Board members who were not currently participating in the paperless pay did not respond, then maybe an individual survey could be used.

NEW BUSINESS**a. Consideration of Records Management Policy - Nicki Taylor**

Mrs. Taylor presented the policy noting that, in addition to the IT Director, it had been reviewed by the County Attorney and the County's Library of Virginia representative. She noted adopting a written policy followed the basic guidelines that the Library of Virginia had established to aid the localities in developing a successful records management program.

Mrs. Hansohn asked how the records management program was going. Mrs. Taylor noted a vendor had been selected for the document management system and a large segment that pertained to email archiving had been accomplished. The next phase would deal with workflow to help departments improve their processes. She stated they had decided to work with the Finance Department on automating the accounts payable process as the first project under the workflow portion.

Mr. Underwood questioned the use of the word "will" in the second sentence of paragraph 4, *Responsibilities*. He suggested using the word "shall." Mrs. Taylor explained there was no specific reason for using the word "will." She noted the departments had already designated a records manager and these were the people she was communicating with.

A discussion ensued with it being noted that "shall" usually meant it was mandatory. The Committee agreed to replace the word "will" with the word "shall" in paragraph 4, *Responsibilities*.

Mr. Underwood moved, Mrs. Hansohn seconded, to recommend the policy, with revision to paragraph 4, to the Board for approval.

b. Update re: Communication Towers – Alan Culpeper

Mr. Culpeper noted he had included the four transceiver towers, monopole tower at the E-9-1-1 Center and Clevenger's Water Tank on the inventory list. He discussed the Inventory list, monthly revenue received and the anticipated revenue for those that have proposed to locate on the towers/water tank.

Mr. Walker asked how long a reservation for space was considered valid. Mr. Culpeper noted there was a \$2,000 application fee, but there was no policy statement on the reservation term. He noted in the case of Verizon's application for Clevenger's water tank it had been about two years and no work had been performed on the application request. He did not have a problem with holding an application with fee, especially if there were no other applications made. Mr. Culpeper stated if the members thought it should have a deadline this could certainly be considered.

Mr. Walker thought holding an application in perpetuity could be harmful to future sales. Mr. Culpeper explained if another vendor came in and wanted the space, he would notify Verizon, because there was no binding contract with Verizon.

Mr. Culpeper noted he had not been advertising space on the E-9-1-1 monopole and clarified if there was an application for space on that tower then it would be taken to the Public Safety Committee for a recommendation. He reviewed the revenue chart noting that a revised chart was distributed with a correction for FY10 projected revenue from \$281,765 to \$221,765. Mr. Culpeper noted this was the end of the first initial term for a lot of the carriers and an increase in the rate was starting to be reflected. He reviewed the budgeted versus actual expenditures on the towers and noted the costs have exceeded the budget. He provided a percentage breakout on the expenses and explained the biggest percentage was going to Fauquier County for the shared radio equipment costs.

Mr. Underwood asked if there were any maintenance expenses that occur further out like every five to seven years i.e. replacement of batteries and how are these accounted for.

Mr. Culpeper noted there is on-going generator maintenance cost (quarterly maintenance) and everything is paid on a yearly basis. Mr. Underwood explained that normally there are two items shown with businesses that operate facilities: maintenance reserve and capital expenditure reserve. The business would estimate the life of the tower, what would be needed to replace the tower and account for that and reserve the money annually; and as an example for maintenance if there is gravel needed every five years, each year the business would build the maintenance reserve so there would not be a large one time "lump sum" in the budget. He believed this would allow for a true accounting picture and would aid in setting the prices that were needed from the co-locators. This method would take into account repairs, maintenance and capital expenditure.

Mr. Culpeper noted that he tries to include a contingency in the budget for items such as these. He explained how he started with a zero based budget. Mr. Underwood explained that what he was suggesting was not inconsistent with the zero based budget, but it was thinking outside of what is needed annually.

Mr. Bossio stressed this was a little different from a business, because the County built the towers for the specific purpose of E-9-1-1 and this may not be clear in the breakout provided. He suggested staff needed to look at reflecting how the co-location leases were a way to offset the costs for having to have the towers for E-9-1-1 and to also help eliminate the need for other communication towers to be scattered across the county.

Mr. Underwood said rather than treat it as a one-time capital expenditure on the general fund, it could be annually budgeted. Mr. Bossio agreed and explained there were monies in the maintenance fund. Mr. Culpeper stressed that everything on expenses was going to E-9-1-1.

Mrs. Hansohn clarified that the maintenance line item (contingency) contained monies appropriated for items that may come up in addition to normal maintenance. Mr. Bossio said that since the life expectancy of a tower was for many, many years the capital replacement funding was not an immediate need. Mr. Walker commented that the initial theory, when the County was installing the towers, was that they might become extinct before they complete their life expectancy.

Mr. Underwood said perhaps staff was correctly accounting for the expenses, and all he was suggesting was that the expenses needing to be covered over the next ten years or more needed to be anticipated so the expenses pertaining to the towers were not being underestimated.

Mr. Walker questioned the \$8,751.36 generator maintenance and repairs expenses plus the approximately \$4,000 that had just been placed in the fund. He asked if there was money left in that budget. Mr. Culpeper noted he had received quotes on servicing the generators and the big-ticket item was the replacement of the light. He noted the money from the insurance on the light had been placed back into the general fund and this had affected the maintenance line item. He advised generator maintenance could vary each year since they were almost 10 years old. He believed most of the maintenance funds had been used for this fiscal year.

Mr. Underwood said this was exactly the point he was trying to make. When generators are getting to be 10 years old and there may be only so many more years left in the life of the generator, then the County needs to be allocating every year to cover the expenditure when it does occur.

Mr. Walker questioned if this was something that should be shown in the future budgets. Mr. Bossio agreed it would be considered in the upcoming budget.

Mr. Walker asked if the generator maintenance procurement could be done with the school system and maybe save money. Mr. Culpeper believed a better price could be obtained on any kind of business service when it was being purchased as a consolidated group.

Mr. Walker noted some years ago the maintenance on generators was not a priority and problems cropped up; therefore, every year he asked if the schools were performing maintenance of the generators. He said he certainly did not want to buy a new generator unnecessarily. He suggested the consolidated effort might be a good topic for discussion at the joint Board of Supervisors and School Board meeting that night. Mr. Bossio stated the two bodies would be discussing procurement.

Mr. Walker asked if any money was being sent to the landfill account to repay the loan for the towers. Mr. Culpeper stated he did not believe this was being done. Mr. Walker asked if the revenues exceeded the expenses. Mr. Culpeper stated his understanding was that the revenue from the towers was being placed in the general fund to pay for the radio system.

Mr. Walker asked if there were any problems with not repaying the landfill on the loan. Mr. Bossio stated his recollection was that 1.2 million dollars was borrowed from the landfill and a decision was made, due to the position of the budget, to not repay the money but to continue the pay down the debt service on the towers and the radio system.

Mr. Thorpe questioned and Mr. Walker explained that the money was borrowed from the landfill account. Mr. Thorpe asked if it was intended for the closure of the landfill. Mr. Bossio stated no.

Mr. Underwood stated he understood the money being placed into the general fund to repay the 7.5 million, but ideally the 7.5 million would appear in this cost-offsetting outline so the full picture was visible. He further discussed how cost accounting by function increases transparency. Mr. Walker asked if he had a suggestion on how to do this.

Mr. Underwood said in the future when a big item is purchased out of the general fund, the accounting should be set up to show the expenditure, show a depreciation schedule and have the revenue come into the appropriate account. (For example: the general fund would loan 7.5 million to towers; towers would be constructed; revenue would go back to offset the

towers and interest/principle would be paid to the general fund. This way it would be known exactly how the county was doing on the towers and with the general fund.)

Mr. Bossio stated the transaction of 1.2 million dollars was still on the books, but had not been repaid. Mr. Walker asked and Mr. Bossio explained the debt service on the radio/tower system was under 8 million dollars and the revenue from the towers goes toward the debt service. Mr. Underwood reiterated the accounting should all be reflected in the tower accounting. Mr. Bossio stated he understood what he was talking about, but the County's debt service accounting was different than a business. He and Mr. Underwood discussed this further.

Mr. Walker asked if there was a way to provide a "snap shot" view in order to see how the true expenses are going against the revenues. Mr. Bossio stated he understood what was being asked for and briefly discussed the debt service. He estimated the debt service to be \$345,000 annually. Mr. Walker said then the revenues were not covering the expenses.

Mr. Bossio reemphasized his earlier point on the Board's decision to build the E-9-1-1 system, which required the towers and a debt service. The idea was to allow co-location to offset as much of the debt service as possible.

Mr. Walker noted it was evident the revenue is not offsetting the debt service but is helping to cover the expenses. Mr. Underwood agreed and suggested it would be good to clearly show that the revenue is covering a certain percentage of the expenses. This way it could be shown where the taxpayer dollars are going and being able to explain this better.

Discussion ensued.

Mr. Thorpe asked to be excused at 10:35 a.m. due to another appointment.

Mrs. Hansohn asked if it would be possible to get Nextel to consider locating on the tower near Rixeyville.

Mr. Walker said this was one of the reasons he asked for a report on the towers. He asked if there was space on the towers that needed to be promoted in order to receive more revenue.

Mr. Culpeper explained how companies evaluate areas for location of services. He noted the Mitchells tower happened to be in a sparsely populated area and Orange County has three towers that are giving tremendous coverage for that area. He was doubtful that he could do anything to get Nextel to co-locate on the tower.

Mr. Walker asked if a 50% discount or a free year on the lease encourage companies to locate on Mitchells tower. He further commented the antenna business had probably evolved to its natural level and if the market was not taken advantage of now, it would surely taper in the future.

Mr. Culpeper noted that the big companies like AT&T and Nextel were so focused on the end users in the areas that it probably would not make a difference to offer an incentive. However, it may appeal to the smaller companies or local business that have VHF Radio systems and need antennas. He pointed out that those currently located on the towers would

probably expect a cheaper rate when renewing or would initiate a new contract in order to receive the cheaper rate.

Mr. Walker asked if the FM radio station arena was a potential market. Mr. Culpeper said he had informed the Board on his communications with Venture Bound regarding space on the Rixeyville tower and since then he had been speaking with a person from WPRZ in Warrenton regarding an application for the landfill tower. He noted the structural analysis was being performed; however, he had not received an application. Mr. Culpeper briefly discussed the need to meet FCC regulations, etc.

Mr. Bossio believed within the communication world, everyone is looking at mobility. He noted broadband was different and actually cheaper and believed these networks would expand for some time. He further discussed these points. Mr. Bossio added that it would be hard to get Nextel to locate on a tower where it does not have its customers. Mr. Underwood thought a space on the Mitchells tower would be worth less than a space on the landfill tower. Mr. Bossio pointed out that most companies try to get continuity with the roads, as well as, the population. Mr. Underwood agreed stating the continuity on Route 15 would probably be less valuable than continuity on Route 29. Therefore, the prices to co-locate on the towers could vary based on location.

Mr. Culpeper explained that the company would not send out a site acquisition person until it knew it needed an antenna and then the price was not much of an issue.

Mr. Walker believed at some point a marketing strategy was needed for the towers and this discussion was just to start thinking about whether the revenue picture could be enhanced by doing certain things. He believed the Mitchells tower was a prime example: is there any market for anything on the Mitchells tower and if there should be some cost reduction for that tower. Obviously the landfill tower has the greatest demand; therefore, maybe the price should be raised on that one. He suggested further analysis needed to be made on what options are available. He said he was surprised with the FM radio request and this may be something to pursue.

Mrs. Hansohn noted there was practically no service in the Salem area. Mr. Culpeper said he had received inquiries (Verizon, T-Mobile) concerning Route 522 going out to Rappahannock. Mr. Underwood asked if there was enough interest for a tower to be erected. Mr. Culpeper believed there was.

Mrs. Hansohn noted there was a tower location in the comprehensive plan for that area. Mr. Underwood stated if there was a way to cost-justify the construction of the tower, then it should be seriously considered. Mrs. Hansohn suggested that Mr. Culpeper further consider this and provide the committee information on estimated costs. Mr. Underwood added the constituents would be happy to get the service.

Mr. Walker suggested Rappahannock should pay half of the costs. A discussion ensued regarding the fact that Rappahannock did not allow towers in the county. Mr. Walker believed this was more of a reason for them to contribute, since it would not be in their 'backyard.' He stated that it would not hurt to have the extra backup for our emergency system.

Mr. Underwood suggested if declarations of interest could be obtained from the companies that had expressed interest to Mr. Culpeper, then it may be something to pursue.

He and Mr. Culpeper briefly commented on the possible revenue and those that might be interested.

Mr. Walker asked if the target for the public safety communication coverage had been achieved. Mr. Culpeper stated that it was at 98.7% coverage and the contract called for 95%. He noted the coverage was good and the bad spot happened to be in the western portion of the county, which happened to be the area under discussion.

Discussion ensued with Mr. Culpeper responding to questions regarding the estimated cost to construct a tower. Mr. Culpeper stated it depended on the size and type. He estimated the E-9-1-1 monopole type would cost around \$89,000 and the communication type tower would cost about \$300,000, which included the shelter. He noted the self-support towers took up less land.

Mr. Underwood asked if a company like T-Mobile could locate on a monopole tower. Mr. Culpeper stated yes. Mr. Underwood believed, at the estimated cost of \$89,000 for construction of the tower, it might be feasible to pursue a new one.

Mr. Walker thanked staff for the information provided. He stated that at some point he would like to get information on what commitment the Board had made on the 1.2 million dollars loan from the landfill account.

Mr. Bossio stated he would check on this, but his recollection was that the money was available in the landfill fund since the County was planning to close the landfill. Mr. Walker believed at some point in time, the money was supposed to be paid back to the landfill. Mr. Bossio stated the Board could certainly decide not to give the money back, but it had not taken an official action to do so.

Mrs. Hansohn suggested if the landfill needed the funds then it would have to be repaid. Mr. Walker reiterated if it was owed to the landfill, preparation on paying it back should be made.

Mr. Walker stated anytime anyone from the Rules Committee wanted an issue discussed to please let him know and he would add it to the agenda. Also, at the last meeting Mr. Underwood had questioned the role of the Rules Committee when it comes to finance issues and this could be an issue for the meeting next month since the Board was getting into the budget review process.

ADJOURNMENT

Mrs. Hansohn moved, Mr. Underwood seconded to adjourn. The meeting adjourned at 10:52 a.m.

- Indicates subject with recommendation
✓ Indicates recommendation forwarded

***Town/County Interaction Committee Meeting
Wednesday, January 27, 2009 - 7:30 a.m.
Board Room- 302 North Main Street, Culpeper, VA***

County Members Present: Tom Underwood, Chairman, Larry Aylor, Steve Walker
Town Members Present: Duke duFrane, Jim Risner, Bill Yowell,
County Staff Present: Frank Bossio, Roy Thorpe, John Egertson, Paul Howard, Alan
Culpeper, Donna Foster
Town Staff Present: Jeff Muzzy, Chris Hively, Wally Bunker,
Others Present: Sue Hansohn, Chip Coleman
Members Absent: None

CALL TO ORDER

Mr. Underwood called the meeting to order at 7:32 a.m.

AGENDA APPROVAL

Mr. Aylor moved, Mr. Yowell seconded, to approve the agenda as presented. The motion carried with all Ayes.

MINUTES

Mr. Underwood noted the minutes were provided to the Committee and asked if there were any changes. Mr. Risner moved, Mr. Aylor seconded, to approve the minutes as presented. The motion carried with all Ayes.

UNFINISHED BUSINESS

County Item:

1. Combining/Joining of Town and County Planning & Zoning and Parks & Recreation Services

Mr. Underwood stated this issue had been on the agenda for a while and he believed the Committee was waiting until after the Council held its retreat to continue its discussion. Mr. Risner stated the Council did hold a retreat in January; however, it ran out of time and did not fully discuss the matter. He stated they did discuss a lot of what Mr. Egertson had presented at this Committee's last meeting.

Mr. Underwood asked if staff or other members had a preference on where to go with this item and if it should continue to be on the agenda each month. Mr. Risner stated he believed that Mr. Mulhern, Town Planning Director, and Mr. Egertson, County Planning Director, were working together to try and streamline procedures and provide better citizen support and if they thought there were issues to further discuss with the two governing bodies they could bring them forward. Further, he believed they were doing the best they could with tight resources.

Mr. Risner moved, Mr. Yowell seconded, to remove this matter from the agenda.

Mr. Walker questioned if the two Directors had the necessary authority to be able to come to the Committee or two governing bodies and report on where they stand, or to speak with the respective chairman so it could be put back on the agenda if desired.

Mr. Risner stated if Mr. Mulhern needed Council's input then he could contact Mr. Muzzy to get on the agenda. He said the reason he was recommending the item be taken off the agenda was due to the proactive stand that the Directors were taking in working together and they could bring items to the bodies if they needed to do so.

Mr. duFrane pointed out that this matter had been bantered back and forth a lot; however, he had not heard a plan discussed on how to do the services with cost savings. He stated these are tight times and there needed to be some emphasis put on how to better work and save taxpayers money. Mr. duFrane stated he had no objection to it coming off of the agenda; but would like for someone to show how the streamlined services will work for the good of the Town and County.

Mr. Risner recalled that the Directors had presented information to the Committee at its last meeting; however, there were no specific dollars tied to savings. He believed the two would be partnering on projects such as traffic studies, etc., they had presented information packets on this.

Mr. Underwood recognized Mr. Walker who he believed could comment further on this.

Mr. Walker stated what he was about to say was not intended to disrespect the department heads, but when consideration was being given to correcting duplicated services or developing a better way of doing something, and it could possibly lead to elimination of jobs or level of reporting, then he questioned if the individuals that might be affected were the ones who that challenge should be given to. He believed it would be very hard for them to approach the situation from the standpoint of reworking the departments knowing it could end up being a different department.

Mr. Aylor stated he would support the motion, because he was going to trust the County Administrator and Town Manager to stay at the helm and ensure what works best will be decided on and an informed decision will be brought to the bodies. He agreed it may not be the best situation for the department heads, but he believed they could bring their recommendations to their respective bodies.

Mr. Underwood added that he would support the motion, but for different reasons. He stated he agreed with Mr. Walker's points and added if there was no real interest or desire on the part of the bodies to do anything more then it needed to be taken off until there are members wanting it considered again.

The motion carried with Mr. duFrane and Mr. Walker voting Nay.

Town Item:**2. Western Outer Loop Road**

Mr. Egertson informed the Committee there was not much different to report from what he had presented to the Committee at its last meeting. He noted VDOT was continuing the surveying effort on the proposed road and this was scheduled for completion by March. He noted that by fall they should be at a 30% completion on the design for the road and at that point all the options would be considered. Consideration would also have to be given to the right of way acquisition and whether or not there would be donations of right of way and whether the project will be locally administered, or if VDOT would administer the project as usual, he added. Mr. Egertson assured the Committee that everything possible would be done to try and keep the project affordable.

Mr. Egertson noted the second page of his report was the same as what he reported at the last meeting. He believed the project was close to being fully funded and he was fairly confident that the project costs will be close to the estimate, but it was undetermined at this point. He believed there would be more to report in the fall.

Mr. duFrane asked if there had been any discussion with property owners in the area where the road is proposed to be located. He asked if it was assumed the approach would be to buy or to initialize eminent domain. Mr. Egertson explained that since the survey has not been completed that it was hard to determine the centerline and exactly what would be needed. He stated when this was completed then cooperation from the property owners would be sought.

Mr. duFrane asked if there were funds set aside for right of way purchase. Mr. Egertson explained that this was included in the project cost estimate. In response to a question by Mr. duFrane, Mr. Egertson stated there were no assumptions being made on what position the property owners in the area would take on providing rights of way.

Mr. Walker pointed out that based on the timetable of the survey, etc. there should be more discussion on this item in March.

Mr. Underwood asked if the proposed outer loop road had been taken into consideration in the last draft of the comprehensive plan. Mr. Egertson stated he had given Mr. Mulhern a copy of the County's draft comprehensive plan and it was also on-line and available. He stated it did show some substantial changes in the land use categories within the proposed road area.

NEW BUSINESS**County Item:****1. Joint Procurement and Vehicle Maintenance Services for the County, Town and Schools**

Mr. Underwood noted this was an item that some progress may be made on. Mr. Bossio explained that at the last joint meeting of the Board of Supervisors and the County School Board the bodies had looked at sharing costs on procurement as the first piece and then vehicle maintenance would be considered. He noted that he and Mr. Muzzy had discussed this and they had decided to set

up a meeting the second week in February with the Superintendent of Schools and other appropriate staff to discuss procurement and vehicle maintenance services.

He noted that the County did not have vehicle maintenance capability; however, the Town and Schools do and it would be good to try and optimize the systems between the two. Mr. Bossio explained that individual departments usually handle their own procurement and the two Boards were going to consider how a joint procurement system could save money.

Mr. duFrane asked if it was thought joining maintenance efforts would be for vehicles or would equipment like backhoes, road graders, etc. be included. Further, does the Sheriff's Department have an interest in joining in and if so how many vehicles would it involve.

Mr. Bossio stated they had to keep in mind that the Sheriff was a Constitutional Officer, which was a little different from other departments and he was not sure of how many vehicles that Department had. He stated that once the methodology is developed then the Sheriff can be shown the information. He believed, with the cuts being made by the State, everyone was going to be looking for ways to reduce costs.

Mr. Culpeper stated the County had 24 leased vehicles and estimated the Sheriff's Department had about 70.

Mr. duFrane asked if the County had equipment it needs to maintain. Mr. Bossio stated the County had a few pieces at the Airport and recently had purchased a couple of pieces for Environmental Services. He said the school system also has some equipment it maintains.

Mr. duFrane suggested the break may be for one side to perform maintenance on vehicles and the other side perform maintenance on equipment. Mr. Bossio stated this was a good point and it would be considered.

Mr. Walker remarked that priority is sometimes an issue, especially with the Police and Sheriff's Department, and how to handle that would have to be considered. Mr. Yowell did not believe this should be a large problem if it was maintenance work like oil and tire changes. He noted some time back consideration was given to the possibility of consolidating maintenance of vehicles for Human Services and the Town and he supported the idea; however, it was not carried through. He believed there would be a money savings.

Mr. Walker stated it helped to know that general maintenance was what was being proposed. Mr. Risner said it was encouraging to know the parties would be getting together to study and bring back a plan. He thought it made sense to use one procurement office and he would be very interested in hearing the outcome of the February meeting.

Mr. duFrane stated occasionally one hears about 'turf war' and everyone needed to be aware of this to make sure it is addressed in the plan. He agreed that prioritizing and understanding how each side would work were important.

Mr. Underwood emphasized that, as noted earlier, both the Board of Supervisors and School Board had expressed a sincere interest in pursuing a joint procurement plan. Mr. Bossio agreed noting that both bodies had voted to pursue the plan and it was a conversation between him and Mr. Muzzy that led to bringing the matter to the Committee.

Mr. Underwood asked if it would make sense to take the matter to both bodies to ensure there

is a true interest in pursuing the joint efforts. Mr. Bossio reiterated the Board had voted to pursue a joint procurement program with the Schools so they were on record as being truly interested and it would be left up to the Council on whether it wanted to give Mr. Muzzy the same mandate.

Mr. Risner stated he believed Council had hired Mr. Muzzy to perform this type of work; therefore, he could bring recommendations to the Council. He stated it would probably be prudent for him to wait until after his meeting in February with the County Administrator, Superintendent of Schools and staffs. He did not think Council would have a problem with the Town Manager meeting and bringing information to it.

Pending Item: ■ **Water & Sewer Authority, Boundary Line Adjustment, and related issues**

Mr. Underwood stated there was one pending item and, unless someone was interested in an update, the Water & Sewer Authority, Boundary Line Adjustment, and related issues would be discussed at the next joint County Board and Town Council meeting.

Mr. Walker noted both the County and Town were working on their comprehensive plans and asked if either planning commission had looked at the possible extension of the town and how it would fit into the plans. He thought it might be an appropriate time to do so.

Mr. Risner stated he served on the steering committee, which also had a member of the County Planning Commission on it. He stated the Town had decided it would be best to go back and make adjustments later, because it was premature to include anything at this point.

Mr. duFrane stated this was similar to the 'chicken and egg' strategy. He noted there were continuing deliberations between the two governing bodies and it is important to know what makes sense from the planning view; what should or should not be brought into the Town and he thought the planning commission could help with that.

Mr. Risner agreed, but noted that the planning commission works at the direction of the council and to put that group of citizens in the middle of the deliberations may not make sense.

Mr. Underwood stated if there was no further discussion he would entertain a motion to adjourn.

ADJOURNMENT

Mr. Aylor moved for adjournment. The Committee adjourned at 8:04 a.m.